ROBBINS LIBRARY ARLINGTON MASSACHUSETTS
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Minutes of
Library Board
of Trustees

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1971-1980

Patty —

Read thru July 78 - March ~~[illegible]~~ 79.

I'm looking for any discussion of staff layoffs or reduction in staff hours, especially part-time librarians. You can just put tabs in so I can read any pertinent sections.

ROBBINS
LIBRARY

781 - 316 -3200 700 Massachusetts Avenue, Arlington, Massachusetts 02476 - 4981

FAX COVER SHEET

Number of pages (including cover) ______

To:____

Attention: ____

From: Robbins Library, Arlington, MA
FAX Number: (781) 316-3209

Staff: ____

Date: ________________

Re: ____

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 19, 1971

The Board of Library Trustees met on Tuesday evening, January 19, 1971, in the Historical Room at 7:30. Present were Mesdames Thompson and Yood, Messrs. Callahan, Hoyt and Washburn, and the Director, Judith E. Stromdahl.

As the subcommittee of the Finance Committee was scheduled to arrive at 8 o'clock to review the 1971 budget with the trustees, the regular order of business was dispensed with and a communication from the Town Manager to the Director regarding the 1971 budget was read. The following is quoted from the memo.

Re: Library budget cut

Meeting with subcommittee of Finance Com.

> "At the January 18, 1971 meeting of the Board of Selectmen, the Board instructed me to prepare a report detailing the effect of a $60,000 reduction in the 1971 Library Budget. Please submit a full report detailing how such a budget reduction could be implemented in your department. We should point out that the actual effect of a $60,000 cut in the 1971 budget will be greater since such a cut would not be implemented until the close of the Town Meeting and the $60,000 would have to be eliminated from the expenditures in the remaining nine months of 1971. Your report should include any actions necessary to implement such a budget reduction including reduction in services and personnel."

There was no time for discussion by the trustees as to what course of action they might take, as members of the Finance Committee began to arrive. In addition to the four members of the subcommittee which included Joseph L. Sliney, Edward Grey, Mrs. Blanche Fullerton and Gilbert Dillon, the Town Manager and his administrative assistant, Messrs. Marquis and Sullivan, attended the meeting.

Discussion re; budget cut

The Chairman of the Library Board, Joseph A. Callahan, reviewed briefly the two meetings of the Board with the Selectmen, held at the request of the trustees. He expressed his opinion as to the wisdom of allowing buildings to deteriorate in order to cut budgets. A general discussion followed during which the Town Manager alerted the Finance Committee of the action of the Selectmen mentioned above. Mr. Sliney who had received no prior notice of this proposed $60,000 cut asked each board member how he or she felt such a cut would affect the operation of the library. Reduced services was the unanimous opinion.

Mr. Sliney, as chairman of the subcommittee, announced that he felt there was no value in reviewing the budget under the circumstances and requested the Director to notify him of any action the trustees might take if the Selectmen decide to cut the budget by $60,000.

After the Town Manager, his administrative assistant and the Finance Committee had left at 9·45, the trustees resumed their discussion. After various courses of action had been mentioned, it was decided that the best course was to close the Dallin Branch and to shorten the hours at the Fox Branch if the cut became

necessary. It was left to the Director to work out the details although the Town Manager had previously stated that Mr. Sullivan would work with her on this project.

A letter from F. S. Payne Company announcing an increase of $4.00 in the monthly service charge was read as was a letter from the Town Manager enclosing a request for the use of the Edith M. Fox Library as a polling place for the annual town election to be held on March 6, 1971.

Letter from Payne Co. re. elevator

Voted: that the request be granted.

Request for use of Fox for polling

Mr. Hoyt reported that a meeting of the National Library Week committee had been held at the home of Mr. and Mrs. Charles Blackmon on Friday evening, January 15. At this meeting a set of by-laws was drawn up to be presented at a meeting of the Friends scheduled for Thursday, February 11, 1971, at the Fox Branch. The by-laws provide for a chairman, vice chairman, secretary, treasurer, three directors and a member of the Board of Library Trustees, and the Library Director or a person designated to represent her. Tickets will be available at the February 11 meeting.

NLW committee meeting

By-laws drawn up.

The Town Treasurer, through the Director, had submitted an annual report of Library Trust Funds and left the bank books for examination by the trustees. As the hour was late, the trustees requested Norris Hoyt, as Chairman of Trusteed Funds, to check the bank books for the savings account and return them to the Director as soon as possible. Mr. Hoyt agreed to do this and promised to have the books back on the following morning.

Report of Library Trust Funds

The meeting was adjourned at 11 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

February 9, 1971

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, February 9, 1971, at 7:30 o'clock in the Historical Room. Present were Mesdames Thompson and Yood, Messrs. Callahan and Washburn, and the Director, Judith E. Stromdahl. Mr. Hoyt's absence was due to illness.

The secretary's report was read and accepted. Correspondence consisted of the following:

A letter from the Town Manager with the cuts in the Library Budget as recommended by the Selectmen.

Letter from T.M. re: cuts in budget

A communication from F. S. Payne Elevator Co. advising that the "elevator equipment in the hoistway should be thoroughly cleaned," the cost to be $219.00.

Cleaning of elevator equipment

A letter from the Arlington Ladies Lodge No. 1709, Order of the Sons of Italy, informing the trustees that the lodge is donating an American Flag to the Edith M. Fox Branch Library for its Multi-purpose Room.

Donation of American Flag to Fox

Old Business

Mr. Callahan brought up the matter of the leaking condition which still exists in the overhang or marquee of the front entrance at the Edith M. Fox Branch. As no action has been forthcoming from the Petruccelli Construction Company, although the company has been contacted many times, the trustees instructed the Library Director to bring this matter to the attention of the Town Manager and Mr. Wright.

Leaking condition in marquee at Fox

Friends of the Library

The meeting scheduled for Thursday evening, February 11, was discussed briefly. Announcement that Mrs. Mark Bradford and Mrs. Philip Thayer would serve as Co-chairmen of the Ticket Committee for "An Evening with Arthur C. Clarke" was greeted with enthusiasm by the Board members.

F. of L. Feb. 11

Ticket chairmen announced

Chandelier Lights

According to Mr. Paradis, many of the shades or globes covering the chandelier lights in the rotunda are cracked and in danger of dropping off the chandelier. He suggested that perhaps a candle type bulb could be substituted as he doubted the globes could be replaced. The trustees examined the chandelier and were of the unanimous opinion that new shades should be secured if at all possible.

shades in chandelier are cracked

Miscellaneous

The Director reported that Mr. Francis Coughlin, Town Treasurer, had informed her that a Mrs. Stella Bradford of Northampton had left a $5000 bequest to the library. Further details will be furnished as additional information becomes available.

$5000 bequest to library

According to the Director, the Arlington Ladies Lodge would like to have the trustees and Director present at the lodge meeting on February 24 as the flag is to be presented at that time. The Director was told to report back to Miss Silva, thanking her for the invitation and accepting the invitation to be present.

Feb. 24 - flag to be presented at Fox

At the close of the business meeting the trustees surprised the Director with a gift in recognition of her 20 years with the Robbins Library, the exact anniversary date being February 9. Totally unexpected, the thoughtfulness was much appreciated.

Gift for J.E.S. in observance of 20 yrs.

The next meeting of the Board will be held on Tuesday evening, March 9, 1971.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

May 12, 1971

The trustees of the Robbins Library met for its first meeting since February 9 on Wednesday afternoon, May 12, 1971, at the home of Mrs. Molly Yood at 2:30. Present were Mesdames Thompson and Yood, Mr. Washburn and the Library Director, Judith E. Stromdahl. Continued illness kept Messrs. Callahan and Hoyt from attending the meeting.

Acting as Chairman pro tem was Milton Washburn, Jr.

Minutes of the February meeting were read and approved.

Correspondence consisted of the following:

A letter from Helen Streeter of W. Colston Leigh in regard to Arthur Clarke's National Library Week visit.

Letters re: NLW

A congratulatory letter from the Board of Selectmen in regard to National Library Week.

Copy of a letter from Dr. Cath to the Town Manager regarding budget cut.

Letter re: budget cut

Letter from Mr. Washburn notifying the Director that he did not wish to be reappointed to another term as trustee.

Mr. Washburn does not want to be reappt. trustee

A letter of resignation from Mrs. Madeleine Woodbury.

letter of resignation from M. Woodbury

A letter of appreciation from Charles Blackmon.

An invitation to National Library Week observances at Brockton Public Library.

An invitation to an Easter Exhibition at the First Armenian Church of Belmont.

Invitations from Brockton NLW and Easter Exhibition in Belmont church.

A communication from the Town Manager regarding budget cuts and library hours.

A letter from the Bureau of Library Extension notifying the trustees that Arlington had met minimum standards qualifying it to receive State Aid grant of $12,488.25.

Letter from TM re: budget cuts & letter re: State Aid

Letters from the Town Manager regarding out-of-state travel and salary increase.

Letter from TM re: out of state travel and salary increase

A copy of a letter to Petruccelli Construction Company in regard to the $1000 balance "in connection with the remaining East Arlington Branch Library building account and the repairs needed to canopy."

Letter from Petruccelli Const. re: $1000 balance Fox Br.

Old Business

The Director reported that, according to Mr. Wright, the Petruccelli Construction Company has forfeited this $1000 and that Mr. Kennefick is being contacted to make the needed repairs in canopy at Fox Branch.

Const. Co. forfeited. Mr. Kennefick contacted

Also, according to Mr. Wright, the Metcalf Refrigeration Company has been awarded the contract "to erect an eight foot high barrier the length of the machinery with wind relief slots so constructed that the noise will be reduced to an acceptable level" -- cost to be approximately $1000.

Barrier being erected for noise

Mr. Washburn reported that he had accompanied Mr. Francis Coughlin, Town Treasurer, Mr. Henry Callahan and the State Auditors to the Harvard Trust Company to check the Robbins Library Trust Fund Certificates. All funds were in proper order.

Funds - certificates - in order

Miscellaneous

The Director was asked to send letters to the following people:

1. To Mrs. Lahaie for her unsolicited efforts on behalf of the motion to reconsider the substitute motion regarding the library budget presented at Town Meeting.
2. To the Arlington Ladies Lodge No. 1709, Order of the Sons of Italy, thanking them for the gift of an American flag for the Fox Branch.
3. A letter to each participant in the successful series of music programs held monthly from January through May under the auspices of the Music and Art Department, Miss Utudjian to receive a special letter of commendation for her outstanding work in arranging the concerts.

Letters to be sent to Mrs. Lahaie, Ladies Lodge Sons of Italy, recipients of music programs

New Business

Friends of the Library

It was announced that the next meeting of the Friends of the Library is scheduled for May 27. In response to a request from the Co-Chairmen, Mr. and Mrs. Blackmon, that a trustee be appointed to the Executive Board of the Friends for the coming year, Mr. Washburn asked Mrs. Thompson to serve. Mr. Washburn also suggested that Morton Bradley of Academy Street be considered as a possible speaker for that or some future meeting.

F. of L May 27

Personnel

To replace Mrs. Susan Faust, Children's Librarian at the Fox Branch, who is resigning to accompany her husband to California where he has accepted a position, the appointment of Karen L. Flint was recommended. Mrs. Flint is a graduate of Carleton College of Northfield, Minnesota and will receive her M.S. in Library Science in August of this year. During college years her vacation experience has

Karen Flint to be childrens librarian replacing Mrs. Faust.

been varied; she has served as camp counselor, library aide and as assistant in a children's publishing firm. Her references were outstanding.

Voted: to employ Karen L. Flint as Children's Librarian at the Edith M. Fox Branch at the yearly rate of $7442 (LS2 Min).

The Director presented Mrs. Hooley's name as a replacement for Mrs. Woodbury at the Dallin Branch. Mrs. Hooley, who has been serving as Secretary to the Director, worked in the East Hartford Public Library before her marriage and is qualified for the position. There will be no change in salary as both positions fall in the AG4 category and both Mrs. Woodbury and Mrs. Hooley are at their maximums. The Director stated that she personally will miss Mrs. Hooley who has done an excellent job as secretary, but understands Mrs. Hooley's wish to work with the public once more.

M. Hooley to replace M. Woodbury

Mrs. Willis, Children's Librarian at Dallin Branch, has asked to be considered for the opening in the library at the Peirce School. Mrs. Carol Schwartz, a graduate of Simmons Library School with a year's experience in library work, has been interviewed to replace Mrs. Willis.

Mrs. Willis to be school librarian

Voted: to give Mrs. Willis a transfer to the school program and, if her credentials prove to be satisfactory, hire Mrs. Schwartz at the yearly salary of $7740 (LS2 Step 1).

To hire C. Schwartz as children's librarian

The next meeting of the Board is scheduled for June 8 at 7:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

June 8, 1971

The Board of Library Trustees met on Tuesday afternoon, June 8, at 3:30 in the Historical Room. Present were Messrs. Hoyt and Washburn, Mrs. Molly Yood and the Library Director, Judith E. Stromdahl. Absent were Mr. Callahan, the Chairman, who was still convalescing following his recent illness, and Mrs. Maude Thompson who was on a trip to Europe. In the absence of the Chairman, Mr. Washburn served as Chairman pro tem.

The minutes of the previous meeting were accepted as prepared and distributed.

Correspondence consisted of a communication from the Town Clerk listing new acts of 1971, and a communication from the Town Manager to the Department Heads under the Town Manager regarding a twelve month budget for the period July 1972 to June 1973.

New Acts of 1971

12 mo. budget

Reports from the Nominating Committee and the Treasurer of the Friends of the Robbins Library were also received. Elected to office were: Co-Chairmen, Mr. and Mrs. Charles W. Blackmon; Vice Chairman, Mrs. Kenneth C. Spengler; Secretary, Mrs. Albert E. Irving; Treasurer, Mr. William Harmon Farrow; Directors, Mr. Rudolph Kass, Mrs. John M. Peters and Mr. David C. Wallace.

F. of L. officers

Piano

The Library Director spoke of Miss Utudjian's enthusiastic pleasure at having located a fine piano within the price range voted by the trustees from trust funds. Anthony Paratore, well-known pianist and a regular user of the Robbins Library, tested the piano for Miss Utudjian, saying it was a pleasure to serve the library in this way.

New piano

Voted: to approve the expenditure of $1575 for the grand piano for the Library Hall, this price to include $35 for cover and $25 for a humidifier.

Personnel

The Director asked the Board to confirm the appointment of Miss Marsha Lee Distiller to replace Mrs. Katherine Willis, Children's Librarian at the Dallin Branch, who is being transferred to the School Library Staff. Miss Distiller is a graduate of the University of Florida and will receive her Master's Degree in Library Science from Simmons in August 1971. Miss Distiller comes highly recommended. Her annual salary has been set at $7442 (LS 2, Min.).

Appt. of Miss Distiller Chil. Lib. at Dallin

Mr. Washburn

This being the next to last meeting for Mr. Washburn who has requested the Town Manager not to reappoint him to another term, the trustees expressed their gratitude to him for his long period of loyal and devoted service, and voted to have this expression of appreciation spread on the records.

In reply, Mr. Washburn spoke of his 14 years on the Board, saying it had been a joy and privilege to serve Arlington in the capacity of library trustee, adding that it had also been a source of pleasure to him to work with such a congenial board of men and women through the years.

Re: Mr. Washburns resignation

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

June 29, 1971

The Board of Library Trustees met on Tuesday afternoon, June 29, at 3:30 in the Historical Room of the Robbins Library. Present were Mesdames Thompson and Yood, J. Milton Washburn, Jr. and the Director, Judith E. Stromdahl.

At the request of the Library Director, the Head Custodian, Normand Paradis, attended the meeting and gave the following brief report on a number of matters relative to the condition of the library buildings.

Mr. Paradis at meeting with suggestions re. leak in marquee and installation of baffle

Fox Branch

According to Mr. Paradis, Kennefick Brothers have repaired the leak in the marquee at the Fox Branch by adding flashing and raising the sides so that the water is trapped in the middle for evaporation.

The baffle has been installed on the roof, and to date approximately $500 has been spent on repairs to the air conditioning plant. Mr. Paradis reminded the trustees that the engineers from the Haggett Engineering Company, Inc. who installed the system warned that damage to the compressor would result if the unit were turned on and off each day. Cost of replacement would be approximately $3800.

Dallin Branch

Mr. Paradis reported that the chairs in the Adult Department of the branch are being broken, one by one, by the heavy usage given them by the Park West students. The chairs are the original ones purchased when the branch was opened in 1938, and under normal circumstances would perhaps last another four or five years. But at the rate of breakage, it is doubtful that there will be enough chairs to go through another school session.

Chairs broken at Dallin

Junior Library Hall

At the present time, the emergency lights in the Junior Library Hall use dry cell batteries which often have to be replaced due to power failures. Mr. Paradis recommends changing these to wet cell batteries which in the long run will be cheaper to operate, and will not be out of service as frequently as at present.

Lights in Lib. Hall

Mr. Paradis also called the attention of the trustees to the deteriorating condition of one corner of the Library Hall. Moisture is causing paint to peel, floor tile to swell, and window frame to rot. He reported that Mr. Quattrocchi and Mr.

Sullivan had been advised of this condition.

Drinking Fountain - Main Library

As there is insufficient pressure at the water fountain, Building and Maintenance sent the Town plumber to make adjustments to increase the water pressure. The plumber reported that no more adjustments could be made. "After more than 20 years of service," he said, "the fountain should be replaced."

Water fountain

After Mr. Paradis had left the meeting, the trustees suggested that the Library Director talk with the Town Manager about the air conditioner and the chairs, etc.

Office Secretary

Because of the nature of her work, the Director suggested that an effort be made to have the classification of the Office Secretary changed to a higher grade. Although the trustees were not too optimistic that a change could be effected at this time, the Director, after some discussion, was directed to investigate the possibility, find out in what grade other Town employees who are serving as secretaries are placed, and make appropriate recommendations.

Classification of Office Secy. changed

American Library Association Annual Meeting

The trustees voted $200 from Trust Funds toward expenses at the A.L.A. Conference held at Dallas, Texas the week of June 20-25.

A.L.A. expenses

Budget

The remainder of the meeting was spent reviewing the 1972-73 budget which the Director had prepared at the request of the Town Manager.

1972-73 budget

The meeting was adjourned at 5 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

Please note

The next meeting of the Board will be held on Tuesday afternoon, July 20, at 3 o'clock in the Historical Room of the Main Library.

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

July 20, 1971

The trustees met for their regular monthly meeting on Tuesday, July 20, 1971, at 3 p.m. in the Historical Room of the library. Present were Mesdames Thompson and Yood, Norris Hoyt, and the Library Director, Judith E. Stromdahl, with Mrs. Yood acting as Chairman pro tem.

This was the yearly organizational meeting. Nominated by Mr. Hoyt and seconded by Mrs. Yood, Mrs. Thompson was elected Chairman for the ensuing year. Mrs. Yood was unanimously elected Vice-Chairman.

Mrs. Thompson elected Chairman.

The secretary's report was accepted after a number of changes had been recommended. Revised copies with added information will be sent to the trustees.

Mrs. Yood elected Co-Chairman

Correspondence consisted of a copy of a letter of resignation to the Town Manager from Mr. Joseph Callahan, Chairman of the Board, because of ill health, and a copy of a letter to the Town Manager from Mr. James B. Athens regarding the noise caused by the air conditioner at Fox Branch. A third letter from Milton Washburn expressed his appreciation and thanks for the gift and party held for him as he concluded his long service as trustee of the Robbins Library.

Resignation of Mr. Callahan.

Letter re. air conditioner at Fox from Mr. Athens to T. Mgr.

Reports

The Director reported that bids had been opened by the Purchasing Department for the work to be done at the Dallin Branch. The outside painting was awarded to G. S. Maloney & Company of Boston which has contracted to do the work for one thousand dollars. The Morello Brothers Construction Company of Medford was given the contract for repairing the roof and replacing the gutters at a price of one thousand three hundred and sixty one dollars.

Inasmuch as two thousand dollars had been budgeted for the outside painting, there will be a balance of one thousand dollars in this account. The Library Director was advised to ask Mr. Foritano if this money could be used for painting the inside walls of the adult section of the Branch.

Bids open atDallin for painting and repairing roof & gutters

The Director also reported that according to the Town Plumber, the drinking fountain was beyond repair. No more adjustments are possible to get needed pressure. According to him, a fountain which has been in use for over twenty years "has had it" and should be replaced. It was voted to replace the fountain if permitted to do so by the Town Accountant's office out of the Building and Grounds account.

New drinking fountain needed

According to the Director, Mr. Quattrocchi has recommended a dehumidifier for the Library Hall. He feels that this will help to correct the moisture in the outside walls. ~~It was voted to purchase a dehumidifier.~~

New dehumidifier for Library Hall

Change of Classification

As recommended by the trustees at the June meeting, the Director approached Lee Morris, Executive Secretary of the Personnel Board, regarding a change in the classification of the office secretary from AG 4 to AG 6. Mr. Morris checked the Classification Pay Plan and agreed that the work in question compared favorably with that done by personnel in AG 6. He suggested that the matter be discussed with the Town Manager, who, he said, had the power to authorize the change, subject to approval by the Town Meeting.

Change in classification for office secy.

Art Curator

The Director broached the subject of a pay increase of 4% for the Art Curator to conform to the increase given all Town employees. No action was taken. The Director was asked to bring to the next meeting a report of the interest received on the art funds during 1970 and to date in 1971.

Subject of pay increase for Art Curator

Mr. Washburn and Mr. Callahan

The trustees voted to send a letter of appreciation to Mr. Washburn thanking him for the many years he served as a library trustee, Mrs. Thompson to prepare the letter for signatures. It was also voted to send a letter of thanks to Mr. Callahan expressing regret that ill health had made it necessary for him to resign.

Letter to go to Mr. Washburn and Mr. Callahan

Fox Branch

After some discussion, it was agreed that public meetings might be held at the Fox Branch on the evenings the Branch is closed provided the custodian is on regular duty at such times and the Town Manager approves.

Meetings held at Fox when closed

Next Meeting

The next meeting was scheduled for Tuesday, September 7, the time to be decided at a later date.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

July. 26, 1971

Dear Joe:

The Board of Library Trustees read with deep regret of your resignation from the Board. Your dedicated service will be long remembered by all who have the best interests of the Library at heart.

We shall miss you. It is our hope that you will soon be fully recovered from your illness and that you will enjoy many years of prosperity, good health, and great happiness.

We who have had the privilege of working with you salute you with sincere appreciation.

Our very best to you,

TRUSTEES OF THE ROBBINS LIBRARY

Clarde Thompson
Cloris H. Hoyt
Molly F. Yood

Mr. Joseph A. Callahan
18 Old Colony Road
Arlington, Massachusetts 02174

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

September 7, 1971

The Board of Library Trustees met for its regular monthly meeting on Tuesday, afternoon, September 7, 1971, at 3 p.m. in the Historical Room. Present were Chairman Maude D. Thompson, Molly F. Yood, Norris H. Hoyt and the Library Director, Judith E. Stromdahl.

The minutes of the July meeting were accepted as prepared with the following two changes.

1. Deletion of the sentence regarding the humidifier - p. 2.
2. Addition of a comment that the matter of the broken chairs at Dallin (due to use by the Park West students) should be brought to the attention of the School Superintendent, William Gibbs.

Changes in minutes of July meeting

Correspondence

Correspondence consisted of a letter from John D. Elder, Acting Coordinator, Arlington Citizens for Participation Politics, requesting the use of the Multi-Purpose Room at Fox Branch on Thursday, September 16, 1971, and for possible future meetings.

Correspondence re Fox Br Hall

Voted: To allow the Arlington Citizens for Participation Politics use of the Fox Branch Multi-Purpose Room for meetings when satisfactory dates can be arranged.

Reports

Mrs. Thompson reported that no new trustees had been appointed to date. She recommended that the new appointees be given orientation in the form of minutes of past meetings, tours of the library buildings, background information on the budget, trust funds, etc. She also suggested that, as one of the new trustees would become Chairman of the Building and Grounds Committee, perhaps Mr. Washburn could be asked to familiarize the appointee with present conditions.

Appointment of new trustees

As a matter of information, Mrs. Thompson also mentioned that the new members appointed to the Personnel Board are William Hayward, a Personnel Director, of 68 Cleveland Street, and Charles Doherty, an Accountant, living at 25 Fairview Avenue.

New members to Personnel Board

Mr. Hoyt presented a report on the security check he had made of the Main Library and the Branches at the request of the Chairman following the theft of the audio-equipment from the Music and Art Department. He reviewed briefly the personnel who have keys to the buildings, possible or probable means of egress, protection of valuable properties, procedures followed with fine monies, and theories, based on coincidences, as to who might be responsible for the breaks. He offered a number of suggestions to tighten present procedures. At the Main Library these included placing locks on the doors leading into the Music and Art Department, finding a better place for the audio-visual equipment now locked in a closet in the basement, and locking the elevator at the lower level at night.

Audio-equipment in Music & Art

Voted: To ask Mr. Hoyt, together with the Library Director, to work up a set of security rules for all three buildings which seem reasonable, said rules to be presented at the next regular meeting for trustee approval.

Security rules to be set up

In discussing security at the Dallin Branch, it was again noted that on the two evenings that the Dallin Branch is open, the librarian in charge is responsible for checking and closing the building. This entails checking the Children's Room on the lower floor which is not open in the evenings, the rest rooms, boiler and work rooms and closing all windows in the main room. After some discussion, it was suggested that the Director approach the Town Manager to see if the police officer on the beat could be asked to stop by at 9 or 9:05 on Monday and Friday evenings.

Security at Dallin

The Director reported that Mr. Quattrocchi had arranged with the Public Works to dig a dry well and clear the outside drain with the pressure pump in an effort to correct the moisture condition in the Library Hall. Mr. Quattrocchi has also advised the Director that he intends to use the school maintenance men to paint the business and stack areas this month. According to Mr. Quattrocchi, the bids for the outside elevator have been received but no contract has been awarded. The cost of the job will be about $7000 plus the price of an enclosure called for by State Law. Mr. Wright and Mr. Quattrocchi have advised the Director that they plan to ask the Town Accountant for permission to transfer for this purpose the money left over from repairs made to the roof and gutters at Dallin, with the cost probably amounting to more money than provided in the budget.

Work & repairs to be done

The trustees went on record as not approving such a transfer of funds. Not only is such a transfer not good accounting procedure, but the monies should more properly be used for the much needed repair of drains, etc. at Dallin.

Transfer of funds not approved by Trustees

Old Business

Salary Increase

As an increase would be in violation of the President's freeze, it was decided to wait until the freeze is lifted before discussing a salary raise for Dr. Eppie Wiese, Art Curator.

Salary of Dr. Wiese

New Business

Mrs. Thompson mentioned the outstanding work of Shirley Utudjian in attracting such outstanding musical talent for the concert series. It was agreed that Mrs. Thompson should send Miss Utudjian a note of appreciation.

Appreciation of S. Utudjian

Referring to the stolen stereo equipment, Mr. Hoyt recommended against requesting funds from the Finance Committee to replace the equipment. He proposed that the following be purchased with General Trust Fund money:

Replacement of stereo equipment

1 Scott 2506 compact stereo unit at $389.95

1 KLH compact stereo unit, including speakers and hinged dust cover, model 701 at $239.90.

Voted: That the sum of $629.85 be taken from General Trust Funds for the purchase of new stereo equipment to replace that recently stolen from the Music and Art Department.

The Chairman also mentioned the possibility of presenting a film series at the Fox Branch and continuation of the Arlington Oral History Project which had to be stopped because of lack of help. The possible use of volunteer help with these and other projects was briefly discussed. The subject will be discussed further at a later date.

Volunteer help in projects

Also mentioned was the desirability of getting out some type of publicity to advise both lawyers and the general public of the library's need for gifts and bequests.

library's need for gifts

Miscellaneous

Copies of a report of the use of the Savin Copying Machines were distributed. Itemized income from the machine at Fox will be furnished at the next regular meeting of the Board.

Use of Savin copiers

The Director reported the gift of an original plaster figure group "My Boys" by Cyrus Dallin and the loan of a plaster panel depicting "Mother and Child" by the same sculptor, both received from Laurence Dallin, brother of the sculptor. Both pieces need touching up, and Mr. Dallin offered to pay up to $150 to have this done. He suggested that Mrs. Kirby Davidson be asked to recommend a sculptor to do the work.

Gift of L. Dallin

It was agreed that the rules for use of the Library Halls should be reviewed and revised if necessary.

Rules for Library Hall to be revised

A special meeting to be devoted to the budget has been scheduled for Thursday afternoon, September 16, at 1:30.

The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

A regular meeting of the Board of Trustees was held on Thursday afternoon, September 16, 1971, to discuss and work on the 1972 budget. Present were Mesdames Thompson and Yood, Norris Hoyt, and the Library Director, Judith E. Stromdahl.

Security check

Before the subject of the budget was approached, Mr. Hoyt reported that he had conferred with the Director relative to the security rules he had been requested to prepare and present at the next regular trustees' meeting. In making his security check, Mr. Hoyt noted that the lock and the crash bar on the gate at the rear of the Fox Branch had been broken and removed. According to Mr. Hoyt, this condition had been reported to Mr. Wright and Mr. Quattrocchi some three weeks previously by Normand Paradis, but that to date, nothing had been done to repair the lock and bar. With the gate unlocked, boys were again gathering in the rear of the building, causing disturbance. Mr. Hoyt expressed concern that this condition had been allowed to exist, and asked the Director to bring it to the attention of the Town Manager.

UNICEF project

A letter was received from Mrs. Carolyn von Recklinhausen requesting the cooperation of the library with the UNICEF project again this year. So voted.

The budget was then discussed. Each item under the general heading of expenses was scrutinized and the amount to be requested determined.

Budget discussed

Under personal services it was agreed that restoration of the cuts made in 1971 by the selectmen should be requested provided the Director could spell out, to the trustees' satisfaction, exactly in what areas the library has suffered due to the cuts. It was also agreed that no raises should be included for the high school and college student help, now receiving $1.25 and $1.60 per hour respectively.

Fine monies

The question of fine monies (which amount to some $12,000 - $15,000 yearly) was raised. After some discussion it was voted that the chairman should seek to find out if this money could be applied to the library budget in the way State Aid money is applied.

Another special meeting was scheduled for Thursday afternoon, September 23, at 1:30, after which the meeting was adjourned at 5 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

The trustees met in special session on Thursday afternoon, September 23, 1971 at 1:30 in the Historical Room. Present were Mesdames Thompson, Hillier and Yood, Norris Hoyt, James Doyle (who was unavoidably late in arriving) and the Director, Judith E. Stromdahl.

Welcome to new appointees

As this was the first meeting for Mrs. Janemarie Hillier and John Doyle, new appointees, Mrs. Thompson, Chairman of the Board, spoke a few words of welcome to each upon arrival, and introduced them to the matter at hand, namely, preparation of the 1972 budget.

Salaries discussed

Salaries to be included in the 1972 budget was the first item on the agenda, and when Mr. Doyle arrived, at Mrs. Thompson's request, Mr. Hoyt summarized the thinking of the trustees on this subject as follows:

1. It was agreed to request restoration of the cuts in personal services effected by the selectmen in 1971, with the understanding that the Director would spell out, to the Board of Trustees' satisfaction, exactly in what areas the library has suffered from the loss of two Northeastern students, one professional part-time, and one professional full-time. (The Manager agreed that 38 hours of professional help would equal one professional assistant.)

M. Hooley's salary

2. The only change in staff salaries, other than ordinary step increases, was in the case of Margaret Hooley, whose grade has been changed from AG 4 to AG 6. According to both Lee Morris, Secretary of the Personnel Board, and Michael Sullivan, Assistant Town Manager, this position has been underclassified. The work done by Mrs. Hooley compares favorably with that of Principal Clerk, AG 6.

3. No change has been made in hours or rate of pay for high school and college help.

School libraries

4. The question of the amount of time and money reflected in the library budget for the work of Mrs. McQuaid in directing and supervising the school libraries was discussed. It was pointed out that the cooperative effort represents a saving to the Town, but that the Town Meeting members in large part probably do not understand or realize the part the Robbins Library plays in the operation of the school libraries or the Park West and Satellite programs.

Meeting of Trustees and School Com.

5. The Chairman of the Board was requested to contact the Chairman of the School Committee and request a meeting of the two boards to discuss the possibility of some transfer of funds from the School Department to the library to compensate for the professional and other services rendered by the library to the schools.

The wear and tear on the Dallin Branch by the Park West program was also a matter of concern.

The trustees reviewed the expense budget approved at the previous meeting,

and determined which of the capital outlay items requested by the Library Director to include in the budget.

The date for the next regular meeting was set for Tuesday evening, October 19, 1971, at 7:30 in the Historical Room.

The meeting was adjourned at 5 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

The trustees met in special session on Wednesday morning, September 29, 1971 at 9:30 in the Historical Room. Present were Mesdames Thompson and ~~Yood~~ Hillier, Mr. Hoyt, and the Library Director, Judith E. Stromdahl.

The purpose of the meeting was to review and revise the supporting information included in the budget which was due in the Town Manager's office, October 1, 1971.

Detailed information in budget

In an effort to follow the Town Manager's directive to substantiate every request and to leave nothing to the imagination, a number of changes were made and more detailed information included.

The meeting was adjourned at one p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, October 19, 1971, at 7:30 in the Historical Room of the Main Library. Present were Mesdames Hillier, Thompson and Yood, Mr. Hoyt, and the Library Director, Judith E. Stromdahl. John Doyle, delayed because of another meeting, entered the meeting at 9:15.

The secretary's reports of the last meeting and two special meetings were read and accepted with insertion of an additional sentence in the September 23 report. New copies of this report will be sent to each Board member.

Correspondence consisted of a letter of thanks from John Elder, Acting Coordinator for the Arlington Citizens for Participation Politics, for use of the Library Hall, and from Mrs. Susan Sullivan who rendered her resignation from the staff, effective immediately for reasons of health.

Correspondence from John Elder & S. Sullivan

Reports

The Director reported briefly on a number of items as follows:

1. Painting of the business room and stack area is nearing completion.

Painting of Bus. R. and stacks

2. Air conditioner at Fox has been shut off and winterized with no prior notice given to the library.

Air Conditioner at Fox shut off

3. The posts outside the front entrance of the Main Library have been put on an automatic switch, again with no notice to the library. Mr. Wright, contacted by the Director, agreed that notification should have been given, especially as a bill of $90 was involved. However, Mr. Wright explained that the arrangement is temporary. Large flood lights, similar to those outside Town Hall, are to be installed, lighting up the whole area.

Lights to be installed outside

4. Bids for pointing the side of the Main Library fronting on Massachusetts Avenue are being accepted.

Pointing bids

5. Replacement of the gooseneck, money for which is included in this year's budget, will have to be postponed until next spring, according to Mr. Quattrocchi. A letter requesting the amount of $500 to be carried over to 1972 will be sent to the Town Accountant.

Gooseneck replacement

6. Burning wires in the control box caused some excitement last Friday, necessitating calling the Fire Department and electrician.

Burning wires in control box.

Mrs. Thompson reported that she had been in touch with Mr. Murray, Chairman of the School Committee. In response to her request for a joint meeting, Mr. Murray suggested that such a meeting be scheduled after the special Town Meeting, October 26. He will get in touch with either Mrs. Thompson or the Director when a date has been chosen. Subjects to be discussed at the proposed meeting include the responsibilities carried by Mrs. McQuaid in relation to school libraries, clerical help needed for processing of books, and the use of the Dallin Branch by Park West program. Mrs. Thompson will advise the School Committee by letter of the particular items to be discussed.

Meeting with Mr. Murray & Mrs. Thompson

The Director was asked to find out how many classes meet weekly at the branch, the number in each class, and the costs involved including light, heat, and custodial service.

Classes at Dallin

Personnel

Mrs. Yood reported that a Mrs. Sharon Monat had been interviewed to replace Mrs. Sullivan. Mrs. Monat has a Master's Degree in English from the State University of New York at Albany, and has applied for admission at Simmons School of Library Science to start working for her library degree. Mrs. Monat understands that she is being hired as a pre-professional and that only when she has completed a number of library courses will be considered for the professional staff if a vacancy occurs. The trustees agreed to hire her at AG 4 Max if her references prove to be satisfactory.

Interview with Mrs. Monat to replace S. Sullivan

Old Business

Security Rules

Mr. Hoyt presented the security rules which had been prepared for the staff and the custodians. The rules are to be sent to the Town Manager for his approval, after which a copy is to be given to each staff member and each custodian.

Security rules

Apropos of the same subject, Mr. Hoyt reminded the board members of his previous recommendation to have locks put on the doors of the Music Department so that this area could be secured each evening at nine o'clock. As such action would probably mean changes in the doors themselves, the Director was asked to contact Mr. Wright and ask him to meet with her and Mr. Hoyt to discuss the feasibility of making the change.

Locks on doors Music Dept.

The other item under Old Business, namely, review of the Library Hall rules, was postponed until a later meeting.

New Business

The first item under New Business was the capital budget, and the burning question of a much needed addition came up for discussion. For the benefit of the two recently appointed trustees, Mrs. Thompson reviewed briefly the surveys made of the library, the most recent that of Mr. St. John made in 1967. After much discussion, it was decided to ask for the cost of preliminary plans for an addition in 1973, the addition itself in 1974 and furnishings in 1975. It was also decided to invite the Redevelopment Board to meet with the library trustees to acquaint the members of that board of the needs and plans of the library and ask for their cooperation.

New addition & surveys discussed

Trust Funds

Mr. Hoyt sketchily briefed the new members on the trustees' policy regarding trust funds, using them to buy equipment which could not be purchased from regular appropriation. Mrs. Thompson promised that Mr. Hoyt would review the trust funds more thoroughly at a later meeting.

Trust funds policy

Mr. Hoyt then moved "that the three following items be purchased from the general income trust fund."

1 record player for Fox Branch	$150
1 record player for Dallin Branch	150
1 dual-eight mm silent movie projector for Main Library	137

Purchase of equipment from Trust Fund

The above was unanimously voted.

Mr. Hoyt also moved that $1000 for the purchase of extra microfilm of periodicals be expended from the general income trust fund. This, too, was unanimously voted with the provision that the reader to be used with the microfilm be brought up to the first floor.

Purchase of extra microfilm

The next meeting was scheduled for Monday evening, November 8, 1971, at 7:30.

Adjournment came at 11:15.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

November 8, 1971

The Board of Library Trustees met for its regular monthly meeting on Monday evening, November 8, 1971, in the Historical Room at 7:30 o'clock. Present were Mesdames Thompson, Hillier and Yood, and Messrs. Hoyt and Doyle (the latter entered at 8:12) and the Library Director, Judith E. Stromdahl.

The minutes of the previous meeting were approved.

Correspondence consisted of a communication from the Town Clerk's office. The Director delivered a message from the Redevelopment Committee inviting the Board of Trustees to meet with it on Thursday evening, November 11, 1971. Because of previous commitments of several of the trustees, the Redevelopment Committee was asked to propose another date. It was suggested that Harold Knight, David Wallace and Richard Mullin be invited to present their ideas and proposals for the library at the meeting with the Redevelopment Board.

Redevelopment Bd. meeting

Reports - Security and Maintenance

Mr. Hoyt reported that Mr. Wright, Director of Properties and Natural Resources, had met with him and the Director on Thursday morning, November 4, to discuss security measures for the Music and Art Department located on the third floor. After examining the area, Mr. Wright made two recommendations and said he would take them up with Mr. Quattrocchi.

1. Have a lock installed on the door leading to the Technical Services.

2. For the double doors at the head of the front stairway, place a bar across the door through the handle openings on the outside and secure it with a lock each evening.

Security measures for Music & Art

Mr. Wright also indicated that the magazine shelving in the Browsing Area could be removed to make room for microfilm readers. He will have Mr. Quattrocchi check this matter, also. Asked to inspect the hollow at the top of the outside steps leading down to the Library Hall where water and ice collect causing a dangerous condition, Mr. Wright suggested a hot top patch as a temporary measure. The whole stretch of concrete walk leading up to the steps needs to be replaced.

Voted: to request Mr. Wright to authorize the hot top patch.

Browsing Area for microfilm readers & hollow outside steps Library Hall

Personnel

Mrs. Yood presented the credentials of Mrs. Virginia Hirschi and recommended

that she be hired to replace Mrs. Wagner who is being transferred to the School Department as a School Librarian. Mrs. Hirschi is a graduate of the University of North Carolina, has a master's degree in English as well as a master's in Library Science. She has recently been employed in the Humanities Reference Department of the Boston Public Library and comes highly recommended. Mrs. Yood recommends that she be placed in LS 3, Min - $8782.

Virginia Hirschi to replace S. Wagner

It was so voted.

Friends of Library

A message from Miss Hodges advised the trustees that the Blackmons are still awaiting a reply from Mr. James Michener who has been approached for the National Library Week Program. Mr. Michener is expected back from Africa shortly. If he is not available, it is felt that Edward G. Robinson can be secured through Miss Louise Weiscopf of Eastern Book Company.

NLW speaker

At this point in the meeting Mrs. Yood and the Director left to appear before the Personnel Board to present the Library Board's request to upgrade the position of Secretary to the Director from AG 4 to AG 6.

AG 4 to AG 6 for Secretary to Lib. Dir

Out-of-State Travel

This year the request for Out-of-State Travel expenses must be included in the library budget according to the Town Manager's instructions. The 1972 ALA annual conference is scheduled for Chicago.

Voted: to include $350 for Out-of-State Travel.

$350 for out of state travel

Old Business

In the discussion of the material prepared for the meeting of the Library Board with the School Committee to take place the following evening, Mr. Hoyt reported that he had talked with the Town Manager and had his wholehearted approval of the proposal. (See attached copy.) According to Mrs. Thompson, Mr. Robert Murray, Chairman of the School Committee, had agreed to hear the trustees at 8 o'clock. (Mrs. Yood and the Director returned during this discussion.)

Meeting of Library Bd. with School Com.

Library Hall

The rules for the use of the Library Halls were reviewed. The Director was asked to prepare a revision taking into consideration the following:

Basic rules for the two halls should be the same.

Official town units are not to be charged a fee however late they stay.

A note regarding the use of the piano should be included in rules for the Main Library.

Copies of the revision are to be sent to the trustees for their approval and recommendations.

Rules for Library Halls to be reviewed

Christmas Party

The Director was requested to ask the staff members if they would like to have

a Christmas Dinner Party again. If in the affirmative, the event would be scheduled for December 4 and held in the Library Hall at 6:30.

Trustees Christmas party for Staff

Trust Funds

Mr. Hoyt presented Mrs. Hillier and Mr. Doyle with copies describing the trust funds and made a brief statement regarding the funds.

Trust funds

As the hour was getting late, the chairman asked if further discussion of trust funds could be carried over to the next meeting. It was so agreed.

The date for the next meeting was scheduled for Monday evening, December 13.

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

December 13, 1971

The Board of Library Trustees met for its regular monthly meeting on Monday evening, December 13, 1971, at 7:30 o'clock in the Historical Room. Present were Mesdames Thompson, Hillier and Yood, Mr. Hoyt and the Director, Judith E. Stromdahl.

The minutes of the last meeting were approved as prepared and distributed through the mail. Correspondence consisted of several communications from the Town Clerk's office regarding new legislation enacted by the General Court; memos from Mr. Marquis regarding the 1972 Town Warrant and holiday closing; a letter from the Bureau of Library Extension advising the trustees that the library will receive State Aid in the amount of 37½ cents per capita, 1970 population, or $19,770 in the fiscal year July 1, 1971 - June 30, 1972, being a 50% increase; and a letter from Mr. Metcalf of R. M. Claflin Sales & Service, Inc. with a proposal for servicing the air conditioning equipment at Fox and main libraries. (Copy attached.)

Corres. re: legisla tion, memos from T. Mgr., State Aid & air con dition- ing at Fox.

Reports

The Director reported briefly on the budget hearing before the selectmen on Saturday, December 4, and Mrs. Thompson on the meeting with the joint school-library subcommittee to discuss a possible transfer of funds for services rendered the schools by the library department. The subcommittee, consisting of Bernard Forest, Chairman, Finance subcommittee, School Department; Robert S. O'Neill, Chairman, subcommittee, Library Department; Mrs. Thompson, Chairman, Library Trustees, William Gibbs, Superintendent of Schools, and the Library Director, Judith E. Stromdahl, met on Friday afternoon, December 10, at the School Department at 3 o'clock. According to Mrs. Thompson, the School Department was willing to subsidize one third of Mrs. McQuaid's salary, and the amount of $1000 toward the cost of processing school library books. It was unwilling however to assume any part of the additional cost of operation of the Dallin Branch due to its use mornings by approximately 100 students in the Park West Program.

Meetin re: trans- fer of funds for se vices to school by li- brary

The trustees expressed themselves as frustrated and unhappy with the School Committee's unwillingness to assume more of the cost of processing the books and its refusal to cooperate on the Dallin Branch expenses. Mrs Thompson was asked to contact Mr Rugg of the Finan Com and discuss this matter with him

Old Business

After a brief discussion of recommended changes in the rules for the use of the library halls, Mrs. Hillier and the Director were appointed as a commission of two to prepare a revision to be approved by the trustees and then sent to all the clubs in April, the rules to be posted in the library halls as well.

Rules for li- brary halls

Old Business (continued)

National Library Week was briefly discussed. The trustees expressed concern that the Executive Board of the Friends hadn't yet secured a speaker for 1972. Learning that Mr. Michener was in Africa, and Mr. Robinson in Israel, both of whom had been approached but not heard from, the trustees after mentioning several possibilities, suggested that the Director mention Erma Bombeck, author and writer of the syndicated column At Wit's End, to the committee as a possible speaker.

NLW program speaker

New Business

The Capital Outlay budget was reviewed. One change was suggested, namely to transfer the item for "checkpoint security" from 1973 to 1974.

Capitol Outlay budget reviewed

The matter of using volunteers for some of the nonprofessional jobs was broached. The chairman suggested that a special meeting be held to discuss this matter, and January 4 was scheduled for this purpose. Mr. Hoyt was asked to meet with the Director to review the matter and prepare suggestions and guidelines.

Volunteers for nonprofessional jobs

Mr. Hoyt proposed that a microfilm reader be purchased from trust funds (approximately $185) and such tables as are needed to hold three machines.

It was so voted.

Mr. Hoyt also proposed that two record players be purchased at approximately $150 each for the Dallin and Fox Branches, also to be purchased from trust funds.

It was so voted.

Purchase of microfilm reader & record players

At the suggestion of Mrs. Yood the trustees visited the staff quarters to check on its shabby furniture. As a result, the trustees voted a sum not to exceed $1000, from trust funds, for new furnishings.

New furnishings for staff quarters

The Director was asked to contact Mr. Lee Morris in regard to the upgrading of the Director's secretary from AG 4 to AG 6. If the Personnel Board has decided against recommending this change, the Director was directed to contact the Town Counsel and have an article prepared for the warrant.

Director's secretary upgrade

The date of the next regular meeting was set for January 11, 1972 at 7:30.

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 4, 1972

The Board of Library Trustees met in special session in the Historical Room on Tuesday evening, January 4, 1972, at 7:30 p.m. Present were Mesdames Thompson, Hillier and Yood, Mr. Hoyt and the Library Director, Judith E. Stromdahl.

As the Board wished to devote the major portion of the meeting to a discussion of the subject for which the meeting was scheduled -- Volunteer Help -- all business except for correspondence and several brief reports was deferred to the regular monthly meeting on January 11.

Volunteer Help

Correspondence consisted of a memo from the Board of Selectmen advising the Board that January 20 is the closing date for inclusion of articles in the Warrant for Town Meeting, and a letter from the Personnel Board informing the trustees of its intent to recommend inclusion of the title Principal Library Assistant, AG6, in the Classification Plan with no appropriation in the article.

Warrant articles

Mrs. Thompson commented briefly on the report on Volunteer Help submitted by Mr. Hoyt after which Mr. Hoyt, at Mrs. Thompson's request, presented the plan to the other members of the Board. In the discussion which followed, it was generally agreed that the Volunteer Program should be an experimental pilot one, carefully controlled. Care should be taken to solicit reliable people, establish the right principles as well as the work patterns to be followed. The need to build community understanding of the trustees' desire to give the best library service with the least cost to the town was also stressed. It was further decided to ask the Chairmen of the Friends, Mr. and Mrs. Charles Blackmon, to join with the trustees and the director in planning and organizing the group. Some time was spent in delineating the type of person who should be asked to serve as coordinator or chairman of the Volunteers and a number of names were mentioned as possibilities.

Volunteer plan to be experimental one

> Voted: to invite Mr. and Mrs. Blackmon to the meeting on January 11 and devote the first hour, from 7:30 to 8:30, to a discussion of plans for a Volunteer Program.

Mr. and Mrs. Blackmon to join in organizing program

The second subject discussed at some length resulted from a suggestion made by the Long Range Capital Budget Committee at a joint meeting held on Wednesday evening, December 29, 1971. At this meeting it was suggested that the trustees insert an article in the Warrant for Town Meeting calling for a report on the need for an addition to the Main Library building. After considerable weighing of pros and cons it was voted:

Need fo addition to library bldg.--meeting

> "That the trustees insert an article in the 1972 Warrant asking for the appointment of a committee composed of nine members as

follows: one trustee, one member to be appointed by the library board, one member from the Finance Committee, one member from the permanent Building Committee, one member from the Redevelopment Committee, one member from the School Committee and three members to be appointed by the Town Moderator, this committee to investigate the adequacy of the physical plant of the Robbins Library and to report its recommendations, if any, to the 1973 Meeting."

Recommendations in Warrant re: addition

Mrs. Thompson was requested to present a proposed wording for this article and consult the Town Counsel for his approval. The trustees also voted that this article should not request any money appropriation; necessary funds will be taken from Library Trust Monies.

No money appropriation requested

The meeting was adjourned at 11:15.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

Revised copy

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 11, 1972

Pilot Volunteer program

The Board of Library Trustees met for its regular monthly meeting at 7:30 on Tuesday evening, January 11, 1972, in the Historical Room of the Main Library. Present were Mesdames Thompson, Yood and Hillier, Messrs. Hoyt and Doyle and the Library Director, Judith E. Stromdahl.

Mrs. Peters to be Chairman

At the invitation of the Board, Mrs. Charles Blackmon, Co-Chairman of the Friends of the Library, was present during the first hour of the meeting. (Mr. Blackmon, because of other commitments, could not attend.) As Co-Chairmen of the Friends, the Blackmons had been invited to the meeting to participate in the discussion and planning of a Pilot Volunteer Program for the Robbins Library. Mrs. Thompson gave a brief resume of the plan as envisioned by the trustees and emphasized the need to start on a small scale with a carefully selected group of volunteers selected by invitation. She mentioned that it was hoped to get the program in operation by this spring. She also reported that Mrs. Eleanor Peters had agreed to act as chairman of the Volunteers.

Blackmon's invited t help

In the discussion which followed, it was made clear that this was a trustee sponsored project and that Mr. and Mrs. Blackmon were being asked to help as individuals, not to take over the program as a Friends project. Mrs. Blackmon asked a number of questions and expressed herself as interested in helping with the project.

Meeting to be hel

Before Mrs. Blackmon left at 8:40, it was decided that the trustees wouud invite Mrs. Peters to attend a meeting at which the Blackmons would also be present to make further plans. The dates of January 24 and 27 at 7:30 were suggested; Mrs. Thompson is to contact Mrs. Peters to see if either date is convenient for her.

R. L. trust fund reports

At 8:30, Mr. Edward F. Callahan, Acting Town Treasurer, entered the meeting. After distributing copies of Robbins Library trust fund reports for 1971, the trustees checked the bank books with the reports. The trustees were disappointed that their recommendation made in January 1971 for the annual trustees' trust funds report was not followed. The report of disbursements and investments should agree with the bank book balances and the actual financial situation as of December 31 of each year.

Dec. 13 minutes discussed

After Mr. Callahan had left, the trustees turned their attention to normal business. The minutes of the December 13 meeting were approved with the addition of the sentence "Mrs. Thompson was asked to contact Mr. Rugg of the Finance Committee and discuss the matter with him" to the second paragraph under Reports. The secretary's report of the special meeting held on January 4 was also approved.

Mrs. Thompson presented the article she had prepared for the Town Warrant and asked for suggestions and improvements, if any, in the wording. After some discussion, it was voted "to submit her wording, deleting the phrase appointed by the Moderator." The article as proposed reads as follows:

Physical plant of R. L. to be studied

Committee appointed

> To see if the Town will vote to appoint a committee to investigate and study the adequacy of the physical plant of the Robbins Library; said committee to consist of nine members including one Library Trustee, one member selected by the Library Trustees, one member selected by the Permanent Town Building Committee, one member selected by the Redevelopment Board, one member selected by the School Committee, one member selected by the Finance Committee and three members selected by the Moderator; said committee to report its recommendations, if any, to the 1973 Annual Town Meeting; or take any action relating thereto.

The Director was requested to contact the Town Counsel, Mr. Purcell, and ask him to make any changes necessary in the wording.

NLW dinner

The Director presented Miss Hodges' request in regard to a dinner preceding National Library Week.

Voted: to continue the practice of holding a dinner before the National Library Week Program.

Mrs. Thompson offered to inquire if the Country Club was available.

Rules of Library Hall distributed

Mrs. Hillier reported that the rules and regulations for the use of the Library Halls had been completed and distributed copies to the members. Because of the late hour, discussion was postponed until the next meeting.

Youth Mobility Study group

The Director was directed to check the credentials of Mr. Douglas Gurin who has requested the use of the Library Hall for a "Youth Mobility Study." If found to be satisfactory, he is to be allowed to use the hall with the understanding that if a group wishes to use it at the same time, the group is to be given precedence.

Furnishings for staff quarters purchased

Mrs. Hillier and Mrs. Yood reported on the results of their shopping tour in search for furnishings for the staff quarters. They felt that Cherny's offered good prices and recommended that the purchases be made there. At the close of the meeting, the following was selected:

Sofa	$220
Lounge chair	112
Reclining chair	99
Three bassett tables	135
Two table lamps	44
Floor lamp with table	32
Telephone table	27
Rug - 10 x 15 bound	157
Drapes	125
Total	$951

Mr. Hoyt brought up the subject of the Savin machine and asked for a full report to be presented at the next meeting. In the meantime it was felt that some decision should be made as to the disposition of the monies which have accumulated. Recognizing that the machine was installed through trust fund money, after some discussion it was voted that "the monies presently held be deposited in the General Income Fund and that all expenses for the machine should be paid by check from that account." The Director was requested to make proper arrangements with Mr. Foritano for this to be done.

Savin machine report

Miss Stromdahl reported that the price of a 3M microfilm reader was $372, not $187 as had been quoted earlier. She also quoted the price of a table for the machine to be $99. The trustees directed her to investigate other types and report at another meeting.

Price of microfilm reader and table discussed

The date of the next meeting was set for Monday evening, February 7.

The meeting was adjourned at 11:45.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

P.S. Mrs. Yood's 40th wedding anniversay was observed.

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 27, 1972

A special meeting of the Board of Library Trustees was held on Thursday evening, January 27, at 7:30 in the Historical Room of the Main Library. Present were Mesdames Thompson, Yood and Hillier, Messrs. Hoyt and Doyle and the Library Director, Judith E. Stromdahl. Special guests were Mr. Charles Blackmon, Co-Chairman of the Friends of the Robbins Library, and Mrs. Eleanor Peters.

Mrs. Thompson, Chairman of the Library Board, in a short introductory statement, explained the need for library volunteers, and mentioned the public relations value to the library of such a program. She announced that Mrs. Peters had agreed to serve as Coordinator or Chairman of a Pilot Program of Volunteers Service.

It was agreed that the members of the pilot group should be selected by invitation and should include men as well as women. It was also suggested that for this pilot group, mothers with young children should not be contacted.

library
volunteers
to
include
men &
women

With the help of Mr. Blackmon and Mrs. Peters, a list of possible volunteers was compiled and names were assigned to be contacted.

The Library Director was requested to contact Mrs. Sigrid Reddy, Librarian of the Watertown Library, for her reaction to the volunteer program, in effect when she was Director of the Bedford Public Library.

To contact
Mrs. Reddy

At the conclusion of the discussion of the volunteer program, after Mrs. Peters and Mr. Blackmon had left the meeting, the trustees considered the following items:

1. It was voted to allow the Art Association to use the library on a Sunday afternoon in March for the opening of its art show, with the provision that the association pay the custodian and the police guard which the association plans to have at the door. The reception is to be by invitation only.

Art Assn
to use
library
on Sunday in
March

2. According to Mr. Doyle, a window in the boiler room at the Dallin Branch is broken. The Director was asked to check with the custodian.

Window
in boiler room
at Dalli
broken

3. The Director was asked to request Mr. Frederick Pitcher, Executive Secretary to the Selectmen, to send the trustees a copy of the vote of the Selectmen relative to restoration of money for library personnel in the 1972 library budget.

Vote re: restoration of library personnel requested

4. Report of the income from the copier machine presented by the Director was tabled until the next meeting scheduled for February 14, 1972.

Re: copier machine

The meeting was adjourned at 11:30.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

February 14, 1972

The Trustees of the Robbins Library met for their regular monthly meeting on Monday evening, February 14, 1972, at 7:30 in the Junior Library. Present were Mesdames Hillier, Thompson and Yood, Messrs. Hoyt and Doyle and the Library Director, Judith E. Stromdahl. The Chairman, Mrs. Maude Thompson, presided.

The secretary's report for the meeting of January 11 was accepted with a change of wording in the 5th paragraph, page 1. Revised copies of the report will be sent to Board members. The report for the special meeting of January 27 was also accepted.

Reports - Trust Funds

According to Mr. Hoyt who met with Mr. Foritano, Town Accountant, and Mr. Callahan, Acting Town Treasurer, in regard to the reporting of trust funds in the Annual Town Report, Mr. Foritano agreed that the suggested changes should be made, and advised Mr. Hoyt to write a letter to be filed in the Treasurer's office for future reference. See attached copy of letter.

Copying Machine

The Trustees then examined the copying machine report. Taken under consideration was a proposal for the machine at the Fox Branch, which to date has not paid for itself and which the Director requested to have taken out. The company proposed that the machine should be allowed to remain in the branch, no rent to be charged, the library to collect the monies and be responsible for all supplies (paper and ink). If, in the meantime, the company has an opportunity to place the machine in another location, it will do so. However, if the machine becomes self supporting, the library is to notify the company and start paying rent.

Voted: to allow the machine to be retained at the Fox Branch provided that the library makes no payment for rent or service. At any time that the machine becomes self-supporting, the Director is to notify the trustees who will then decide whether the machine should be retained.

In the meantime a cost study is to be made taking into consideration rent, service contract, paper and ink, to determine how many paid copies are needed to make the machine self-supporting.

Security

Mr. Hoyt reported the theft of the stereo equipment -- a KLH turntable and 2

speakers -- from the Music and Art Department over the weekend of February 12-13. This was new equipment purchased from trust funds following the previous theft of stereo equipment in August. The doors to the department were still locked and no visible signs of entrance such as broken windows, doors or locks anywhere in the building were to be found. The police examined the premises, the Maintenance Department was notified, and a report of the loss sent to the Town Manager.

Personnel

Mrs. Yood reported that a Miss Grace Worcester, of ~~Puritan~~ Paradise Road, Swampscott, had been hired to fill the vacancy caused by the resignation of Mrs. Bonnie Strong of the Junior Library staff.

Miss Worcester is a graduate of the University of Vermont and is working for her MLS at Simmons College. As a high school and college student, Miss Worcester worked at the Swampscott Public Library and since February 1970 has been employed in the Boys' and Girls' Department of the Lynn Public Library. Her recommendations were unusually excellent. As she has not completed her library school courses, she was placed in LS 2, Step 2 ($803~~4~~8) with the understanding that she would be increased to LS 2, Max. within 3 to 6 months if her work proved to be satisfactory. When she has completed sufficient courses in Library Science, she will be placed in LS 3 with the title of Children's Librarian. The trustees approved the appointment.

Library Hall Rules

The revised rules for the library halls as prepared by Mrs. Hillier and the Director were approved as presented. Copies are to be placed on the bulletin boards at both the Main and Fox Branch Libraries.

Volunteers

The Director reported that she had contacted Miss Sigrid Reddy who had found a volunteer program of great help when she was Librarian of the Bedford Library. Mrs. Thompson reminded the Board members that an invitation will be sent to the Chairman of the Bedford Volunteers to meet with the Board and Mrs. Peters when the latter returns from the trip she has planned.

Library - School Budget (Mr. Doyle entered at this point)

The rest of the meeting was spent in a discussion of the School Library program. The original request of the Library Trustees of November 5, 1971, which had the approval of the Town Manager, asked the School Committee for a contract in the sum of $10,000 for library services in 1972, specifically as follows:

a) Supervision by Mrs. McQuaid (1/3 time)	$3523
b) Ordering and processing of books	2500
c) Shared cost of operating and maintaining Dallin Branch	3344
	$9367

The Trustees presented their request to the School Committee on November 9, 1971, and met again with the Committee two weeks later. At that time the Committee received the recommendation of Mr. Gibbs, Superintendent, (1) that item (a) be approved, (2) that $1,000 plus typing by high school students be offered on item (b), and (3) that no reimbursement be offered on item (c).

A subsequent meeting of the Library Director and Mrs. Thompson with the joint school-library subcommittee chairmen and Mr. Gibbs on December 10 produced no change in this offer. On January 22, 1972, the Trustees met with the library subcommittee of the Finance Committee and the Town Manager to review the entire matter.

No further official communication was received from the School Committee. Thus, as against the $10,000 library request for compensation for services to the School Committee, the sum of $4,523 plus some typing assistance had been recommended by the Superintendent. In view of this unsatisfactory situation, it was unanimously voted that the library should request $10,000 for its services to the schools, and that if the School Department chose not to reimburse the library in this amount, the library would regretfully have to withdraw the services of Mrs. McQuaid and all ordering and processing of books for the School Library program.

It was voted further that a copy of the above vote, together with a copy of a memo of February 8 to the Finance Committee on the cost of ordering and processing school library books, be delivered the next day, February 15, to each member of the School Committee, the Superintendent, and Mr. Robert O'Neill, with extra copies to the School Department.

Meetings

It was voted that the Trustees should meet the second Tuesday of each month in the Junior Library.

The meeting was adjourned at 12:30 a.m.

Respectively submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

February 2, 1972

Mr. Edward Callahan
Acting Town Treasurer
Town of Arlington
Town Hall
Arlington, Massachusetts 02174

Dear Mr. Callahan:

As you and Mr. Foritano suggested at our recent meeting, I am writing you concerning the annual report of the Trust Funds for the Robbins Library.

We all agreed at our conference that a change in the form of the report would be desirable. Since Mr. Foritano stated that the report for 1971 had already been passed along to the printers, it is not possible to make changes in that report, but changes should be made in the report for 1972 and succeeding years.

Attached is a list of the changes that the Trustees of the Robbins Library wish to have made in future reports. We suggest that these guidelines be placed on file in an appropriate place with Trust Fund matters in the Treasurer's office so that the person responsible for preparing the report at the end of 1972 (the new Treasurer) will have them readily available at that time. If you have any questions will you let us know.

We are also sending a copy of this letter and the changes requested to the Town Accountant and copies to the Director of the Robbins Library and to each of the Trustees. As you will see, we have asked Mr. Foritano's advice, especially on Item 4 of the attachment.

Thank you very much for your helpfulness in handling the Trust Funds and in all these matters.

Yours sincerely,

Norris H. Hoyt
Trust Fund Committee
Trustees of Robbins Library

Attachments
cc. Mr. Carmen T. Foritano,
Town Accountant
Miss Judith E. Stromdahl,
Director, Robbins Library
Trustees, Robbins Library

DIRECTIONS FOR CHANGES IN ANNUAL REPORT OF TRUST FUNDS

ROBBINS LIBRARY

February 2, 1972

1. Changes should be made in future annual reports of the following Trust Funds:

   Robbins Library General Income Fund, and the 8 Funds whose income is transferred to it:

   - E. Nelson Blake Library Fund
   - E. S. Farmer Library Income Fund
   - Henry Mott Library Fund
   - Nathan Pratt Library Fund
   - Emma L. Sprague Library Fund
   - M. Helen Teele Library Fund
   - Francis E. Thompson Library Fund
   - Sarah Ross Vaughn Memorial Fund

2. Annually the Trustees of the Elbridge Farmer Fund forward for the benefit of Robbins Library the income from that Fund (which has its own Board of Trustees).

   The income received from the Trustees of the Farmer Fund should be deposited in the bank account of the E. S. Farmer Library Income Fund (presently Arlington Cooperative Bank Acct. T7215) rather than directly in the Robbins Library Income Fund. In this way, the receipt of the monies from the Farmer Trustees will be recorded in the Town report.

   In January of the following year the income received the previous year from the Farmer Trustees, as well as the interest earned on the E. S. Farmer Library Income Fund, should be transferred from the bank account of the E. S. Farmer Library Income Fund to the Robbins Library General Income Fund (present bank account,

Arlington Cooperative Bank Acct. T12164).

3. The reports of all the 8 Funds listed above (Blake, Farmer, Mott, Pratt, Sprague, Teele, Thompson, and Vaughn) should show the actual monies in these accounts as of December 31 of the year.

   In the past two years the reports for 7 of the Funds (with the exception of the E. S. Farmer Library Income Fund) have stated that the income for the year has been disbursed to the Robbins Library General Income Fund-- but in fact that has not been the case. The income is not withdrawn and deposited in the Robbins Library General Income Fund until the January following. The reports should show the actual and true picture as of December 31.

   To indicate what changes need to be made, we are enclosing a revision of the report for the E. Nelson Blake Library Fund for 1971 which shows how this report would read if it had been possible to make the changes this past year.

   The reports for the 7 Funds (Blake, Mott, Pratt, Sprague, Teele, Thompson, Vaughn) should all be handled in the same way so that the amount of the deposits in banks is identical with the balance shown in the bankbooks as of December 31 of the year.

4. There is one problem that we refer to the Town Accountant, Carmen Foritano: How should the "Balance on Hand" at the end of 1971 be handled in the 1972 reports?

   If the "Balance on Hand" jibes with the amount shown in the 1971 report, then there would ordinarily be no disbursements to the Robbins Library General Income Fund shown for 1972 (since these disbursements are shown in 1971, although they weren't actually made until 1972). Would it be advisable, or not, to show in the 1972 report a different balance on hand at the end of 1971 from that shown in the 1971 report--actually the true balance as of December 31, 1971?

   If this were possible, then the disbursements made in January 1972 to the Robbins Library General Income Fund can be shown. Otherwise, the true picture of the Funds cannot be indicated until 1973.

5. The report of the Robbins Library General Income Fund needs to have a number of changes made in it:

   (a) Attached is a revision of the 1971 report for this Fund as it would have appeared if it had been possible to make our recommended changes in it. This can serve as a model for the future, but with the income deposited from the E. S. Farmer Library Income Fund rather than received from the Trustees of the Elbridge Farmer Fund.

   (b) As you will notice, the sources of the income deposited should be shown.

   (c) It will no longer be necessary to include an asterisk and the amounts of the deposits to be made the following year from the 7 Funds, since corrections will have been made in the reports for these funds.

   (d) The income from the Elbridge Farmer Trustees will be deposited in the E. S. Farmer Library Income Fund, rather than in the Robbins Library General Income Fund. In January of the succeeding year, however, that income plus any interest recorded in that year will be transferred to the Robbins Library General Income Fund.

(Suggested revision of annual report)

E. NELSON BLAKE LIBRARY FUND

1971

Principal of Fund		$ 4,000.00
Gain of Capital Assets		696.57
		$ 4,696.57
Balance of Income, December 31, 1970		3,253.84
		$ 7,950.41

Receipts

Interest on:		
4M U. S. Treasury 4% Bonds, Feb. 15, 1980	$160.00	
Arlington Cooperative Bank Shares	110.00	
Arlington Five Cents Savings Bank, Acct. #52201	127.87	
		397.87
Fund and Accumulated Income, December 31, 1971		$ 8,348.28

Investments

4M U. S. Treasury 4% Bonds, Feb. 15, 1980	$3,960.00	
10 Arlington Cooperative Bank Shares	2,000.00	
Arlington Five Cents Savings Bank Acct. #52201	2,388.28	
		$ 8,348.28

(Suggested revision of annual report)

ROBBINS LIBRARY GENERAL INCOME FUND

1971

Balance of Income, December 31, 1970		$ 4,244.05

Receipts

1970 Income Deposited 1971 from		
E. Nelson Blake Library Fund	$ 389.74	
Henry Mott Library Fund	300.46	
Nathan Pratt Library Fund	98.48	
Emma L. Sprague Library Fund	1,519.94	
M. Helen Teele Library Fund	73.40	
Francis E. Thompson Library Fund	676.13	
Sarah Ross Vaughn Library Fund	46.67	
Received from Trustees of Elbridge Farmer Fund	2,655.00	
Interest on Arlington Cooperative Bank Acct. #T12164	386.83	
		6,146.65
		$10,390.70

Payments

Paid Bills per Vouchers on file		3,094.13
Accumulated Income, December 31, 1971		$ 7,296.57

Investment

Arlington Cooperative Bank Acct. #T12164		$ 7,296.57

ARLINGTON PUBLIC SCHOOLS *Arlington, Massachusetts 02174*
23 MAPLE STREET TELEPHONE 646-1000

SCHOOL COMMITTEE

Kraus

February 18, 1972

Library Trustees c/o
Miss Judith Stromdahl
Robbins Library
Arlington, Mass.

Dear Miss Stromdahl:

We will be appointing a sub-committee to work with the Trustees of the Library on common problems; but we feel we would like to wait until after the election with a new committee and a new chairman. We hope this will be a vehicle to discuss many common problems.

Very truly yours,

Robert H. Murray

Robert H. Murray, Chairman
Arlington School Committee

RM/mm

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

March 14, 1972

The Board of Library Trustees met for its regular meeting on Tuesday evening, March 14, 1972, at 7:30 in the Junior Library. Present were Mesdames Thompson, Hillier and Yood, Messrs. Doyle and Hoyt, and the Director, Judith E. Stromdahl. The Chairman, Mrs. Maude Thompson, presided.

The minutes of the February meeting were accepted as presented.

Correspondence consisted of the following:

1. A letter from the Massachusetts Bureau of Library Extension notifying the Trustees that the Robbins Library had been certified for a 1972 state grant of $20,071.50.
2. A letter from Mr. Robert H. Murray, Chairman of the School Committee, advising the Trustees that a sub-committee to work with the Trustees will be appointed after the coming election.
3. Two letters from Patrick F. Donnelly, Jr., a borrower at the Fox Branch, offering a suggestion for a travel contest.
4. A letter accompanied by a gift of four of her published books written in the Armenian language from Mrs. Armenouhy DerManuelin, a former resident of Arlington.

Reports - Library Break

Mrs. Thompson reported briefly on the recent break at the library where the wall safe in the Director's office was removed and forced open. (See attached report.) To prevent future damage to desk drawers and fine tills, the Director proposed that all such drawers be left unlocked each evening with only loose cash left in drawers. She reported that a locksmith had changed the combination on the big "walk-in" safe located in the basement. All audio visual equipment is to be locked up in this safe over week ends.

Concern about the security of the library building was expressed. It was agreed that Norris Hoyt should accompany Mrs. Thompson to call upon Chief Lucarelli of the Police Department and discuss the matter with him.

Art Association Reception

Mrs. Thompson commented on the very successful art exhibit (OPUS ONE) and

reception held at the library on Sunday afternoon by the Arlington Art Association. In spite of rather unpleasant weather conditions, the invited guests attended in large numbers and were given the "red carpet" treatment.

Volunteers

The Director reported that Mrs. Arthur, Director of the Bedford Public Library, has expressed herself as very willing to attend the Trustees meeting on April 11 to discuss the Volunteer program carried on at the Bedford Library. She felt sure that the Volunteer Coordinator of the program would also be happy to attend the meeting if her health permits her to do so. The Trustees felt that some features of the Robbins Library program could be launched before this meeting. It was agreed that the Oral History program could be initiated and possibly the Art program, if volunteers can be secured.

National Library Week

Final plans for the upcoming National Library Week program were discussed. If Mr. Blackmon cannot preside, Mrs. Blackmon will do so. Mrs. Spengler has been asked to introduce the auxiliary speaker, Dr. Joseph M. Cronin, Secretary of Education. It was decided that the exhibit of the author's books should be placed in the front foyer and, if possible, her books should be autographed before the meeting. Mr. John W. Reilly is to be in charge of parking at the High School.

It was agreed that there should be a receiving line at the reception and that the men trustees should wear tuxedos and act as hosts. Mrs. Yood reported that she has contacted Mrs. Deasy for catering at the reception.

Guests at the dinner will include Mr. and Mrs. Harry H. Baldwin, 3rd, Mr. and Mrs. Donald R. Marquis, and Mr. and Mrs. Roy Stratton. The time of the dinner to be held at the Winchester Country Club was set at 5:45.

Library Week

The Director proposed that the public be given an opportunity to return "overdue" and "uncharged" library books without payment of fines for a limited period of time in April. This would not become an annual event, but a "one-time" effort to regain some of the books now illegally held by a number of borrowers. After some discussion, it was voted to designate the week of April 17-22 for this purpose. The Trustees requested that the terms amnesty and forgiveness week not be used. Details are to be worked out by the staff.

Miscellaneous

Mrs. Hillier reported that Cherny's had advised her that all the furniture except the two end tables, ordered for the staff quarters (to be paid from trust fund monies), is ready for delivery. The custodians are in the process of painting the area.

Mrs. Thompson reported that she felt the Trustees would support commissioners of the Bureau of Library Extension in their effort to become a division within the Department of Education, and had approved the Director's notifying the legislative committees of their approval.

Because of the stormy weather, other business was tabled until the next meeting and the meeting was adjourned at 9:32 p.m.

The next monthly meeting is scheduled for Tuesday, April 11.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

April 11, 1972

The Board of Library Trustees met for its regular meeting on Tuesday evening, April 11, 1972, in the Junior Library. Present were Mesdames Hillier, Thompson and Yood, Messrs. Doyle and Hoyt, and the Library Director, Judith E. Stromdahl. The chairman, Mrs. Maude Thompson, presided.

The minutes of the March meeting were approved as presented.

Correspondence consisted of notes of thanks from Mrs. Margaret Blackmon and Miss Elizabeth Hodges.

Notes of thanks from E. Hodges & M. Blackmon

The success of the National Library Week program was reviewed briefly, and recommendations for future changes in procedure offered. Clarification of ticket prices (students and the elderly), and change in reserved seating arrangements are two areas which the trustees feel should be brought to the attention of the Friends. The trustees also seemed unanimous in feeling that some changes should be made in their dinner and reception policies.

NLW program reviewed

At 8 o'clock, in response to an invitation issued by the trustees, Mrs. Eleanor Arthur, Librarian of the Bedford Public Library, Mrs. Hafer, former coordinator for the Volunteer Group of the Bedford Library, and Mrs. John Peters, who has agreed to head up the Volunteers for the Robbins Library, entered the meeting.

Mrs. Arthur & Mrs. Hafer with Mrs. Peters at meeting re: Volunteer program

Mrs. Thompson, in a brief statement, mentioned that a program of volunteer help had been under discussion by the trustees of the Robbins Library for some time and that, a decision having been made to proceed during the current year, they had sought the help of Mrs. Peters to serve as coordinator. She then thanked Mesdames Hafer and Arthur for having accepted the invitation to share their experiences with volunteer help during the past few years, and turned the meeting over to them.

Mrs. Hafer proceeded to outline the program as carried on in Bedford. Having served as a volunteer worker at the National Gallery of Art in Washington, Mrs. Hafer brought to her work in Bedford valuable experience and "know how." "Scheduling of volunteers," she said, "is most important ... a back up system for emergencies is a necessity." She suggested that the better plan for this is to have each volunteer have a specific "back up" volunteer who can replace the regular volunteer in emergencies and for special occasions.

In Bedford, according to Mrs. Hafer, the volunteers serve in two hour blocks from 9 a.m. to 3 p.m. Volunteers were secured largely through word of mouth and through newspaper publicity. Posters did not secure many volunteers. Mrs. Arthur described the areas in which the volunteers served. These included pasting and mending books, working on picture files and scrapbooks and serving at the circulation desk.

Name tags are used identifying the workers as Volunteer Helpers. In the beginning they are given a tour of the library and attend a number of orientation meetings, after which they receive their assignments which never include professional duties. Mrs. Arthur mentioned that care must be taken not to use too much free inexperienced help, as this downgrades an institution. Plans for recognition of service should be considered.

Mrs. Arthur and Mrs. Hafer were most gracious in answering questions until 9:30 p.m., when they left the meeting accompanied by Mrs. Peters, after having been thanked by Mrs. Thompson on behalf of the trustees.

In the discussion following their departure, the trustees decided to begin the program in Arlington with not more than 20 ~~15~~ volunteers, these to be selected and invited to serve by the trustees and Mrs. Peters. Two areas were suggested for initiating the program--oral history project and "shut-in service" and services to the nursing and convalescent homes.

To begin program in Arlington

Building and Grounds

Attention was called to the discoloring of the outside of the Main Library building to the left of the entrance, a condition which has been brought to Mr. Quattrocchi's notice.

Outside of library - discoloration

The director also reported that the custodians had completed painting the walls of the staff quarters. As a result, the ceiling, recessed blocks, needs attention. Deciding against a "hung ceiling" which would cost several hundred dollars, the director was directed to ask Mr. Quattrocchi to have his men spray the ceiling.

Painting of walls in staff quarters.

Ceiling to be painted

School-Library Committee

Mrs. Hillier gave a brief summary of her meeting with the school librarians and mentioned the calls she has received from parents regarding the lack of library facilities in the center satellite. She agreed that there were problems which needed the cooperation of the School Department, and felt that the relationship of schools and library should be reviewed by the Library-School Subcommittee and long range plans recommended.

Mrs. Hillier's meeting with Sch. Librarians

Mrs. Thompson announced that Mrs. Dorothea Stein had been appointed by the School Committee chairman to serve on this committee. Mrs. Hillier was appointed to represent the library trustees and requested to initiate the discussions. One of the first issues would be the division of Mrs. McQuaid's time between library and schools, and her salary.

Mrs. Stein to be on committee

Circulating Art Collection

Once more the question of a circulating art collection was discussed and the following action was voted:

Circulating art collection

Voted: that the sum of $500 be appropriated from library trust funds to start a circulating art collection.

Voted: that the trustees request the Friends of the Robbins Library to support this program in any amount they feel able.

Appointed by the chairman to work with the director in formulating rules in

selecting and circulating the pictures were Molly Yood, John Doyle and Norris Hoyt.

The date of the next meeting was changed to Monday evening, May 8, 1972.

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

ARLINGTON PUBLIC SCHOOLS *Arlington, Massachusetts 02174*

23 MAPLE STREET TELEPHONE 646-1000

SCHOOL COMMITTEE

April 7, 1972

Mrs. Gordon Thompson
#66 Hutchinson Road
Arlington, Mass. 02174

Re: Library Trustees Liaison Sub-Com.

Dear Mrs. Thompson:

I am writing to advise you that the School Committee has named Mrs. Dorothea Stein as representative from the Committee to the Library Trustees Liaison Sub-Committee.

Very truly yours,

Richard A Kraus

Richard A. Kraus, Chairman
Arlington School Committee

mm

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

May 8, 1972

The Board of Library Trustees met on Monday evening, May 8, 1972, at 7:30 in the Junior Library. Present were Mesdames Thompson, Hillier and Yood, Messrs. Hoyt and Doyle, and the Library Director, Judith E. Stromdahl. Mrs. Maude Thompson, Chairman, presided.

Before the meeting was called to order, Mrs. Marie O'Day, Young Adults' Librarian, entered the meeting to express the thanks and appreciation of the staff members for the completely redecorated and refurnished staff living room, for which the trustees were responsible.

Thanks
expresse
for
furniture
for staff

The secretary's report was read and accepted after the words "fifteen to twenty volunteers" were substituted for "15."

Correspondence consisted of a letter from Marsha Distiller, Children's Librarian at Dallin Branch, who tendered her resignation, effective May 31, 1972; a letter to Mrs. Thompson from Mrs. Anthony Simboli, asking if a plaque in honor of the late Mrs. Norine Casey, of the Bartlett School, might be placed in the library; a request from the Robbins Cottage Association requesting the use of the Library Hall and a communication from the Town Clerk listing recent Acts of 1972.

Resignation of
M. Distiller.
Plaque
in honor
of Mrs. Casey
and use of
Library Hall
for Robbins
Cottage Assoc

Action Taken on Correspondence

Miss Distiller's resignation was accepted with regret.

The trustees agreed that the library was not a suitable place for a plaque commemorating Mrs. Casey's work at the Bartlett School. They felt a living memorial in the form of money or trust fund for the purchase of books would be far more suitable, and requested that Mrs. Thompson write Mrs. Simboli, suggesting a gift for books as a more appropriate memorial.

The Robbins Cottage Association was granted permission to use the Library Hall.

Reports - Personnel

Mrs. Yood reported that a Miss Rebekah McCandlish of 7 Goodman Road, Cambridge had been interviewed for the position of Children's Librarian at Dallin. Miss McCandlish is a graduate of Wellesley College, year of 1967, and upon graduation taught one year at the Winsor School in Brookline. From April 1968 to April 1971, she worked as a research assistant for the State Government, in the Planning Office, researching information on the applicants for the ten cabinet secretaries recently

R. McCandlish
at
Dallin
Branch

appointed by the Governor. In June 1971, she entered Simmons College for graduate study in Library Science and received her master's degree in May of this year.

Mrs. Yood recommended that Miss McCandlish be hired at a beginning salary of $7776 (LS 2 Min.), this salary to be raised to $8088 (LS 2 Step 1) at the end of three months if she proves satisfactory.

> Voted: to hire Miss Rebekah McCandlish as the Children's Librarian of the Dallin Branch at the yearly rate of $7776, this amount to be raised to $8088 after three months .....

Copier Machine

The Library Director presented a report showing the status of the copying machines. According to the report, the operating cost of the machine at the Main Library for one year amounts to approximately $1819. Enough paper has been purchased to take care of the remainder of the year, leaving only rent, service contract and electromix to be paid out of receipts during 1972. The amount in the bank as of May 6 was $1,303.09.

Copying machine

The income from the machine at the Fox Branch from January 22 through May 6 was $269, while expenses would have amounted to $394.69 if the library was being charged rent for the machine, indicating that the machine at Fox is definitely not paying for itself. Paper and electromix are the only present expenses for this machine.

The Director was asked to keep the board informed by means of a monthly written report on both machines. She was also requested to send a registered letter to the Copying Machine Company requesting a reply to her communications regarding the terms agreed upon for the machine at Fox Branch.

Circulating Art Collection

Mrs. Yood reported that Dr. Ellen Wiese, the Library Director and she had visited the New York Graphic Arts Display at the Marriott Hotel on Thursday afternoon, April 20, and had purchased 19 reproductions from the $500 trust fund money which had been voted for this purpose at the April meeting.

Pictures for Circulating Art Collec

Mrs. Yood also reported that on Thursday morning, April 27, the committee appointed by Mrs. Thompson, consisting of Molly Yood, Norris Hoyt and John Doyle, met with the Library Director to formulate rules for the care and circulation of the pictures. These rules were distributed, and after some discussion the following procedures were agreed upon.

1. The Circulating Art Collection is to be housed at the Fox Branch, and insofar as is possible, the reproductions are to be displayed in the lower corridor of the Branch.

2. A catalog of prints is to be compiled from which potential borrowers may select and reserve items.

Rules agreed upon

3. Each borrower, for the present, is to be limited to one print.

4. No charge is to be made for borrowing.

5. The borrowing period is to be for four weeks with no renewal--for the present.

6. Ten cents per day is to be charged for prints kept overdue. The maximum fine on one print is to be $3.00.

7. If damaged, the amount to be charged shall be prorated according to the life of the print.

8. Circulation rules shall be pasted to the back of each print.

9. Plastic bags are to be purchased for circulation purposes.

10. Volunteers are to be secured to serve at the Branch at such times as the Branch is shorthanded. These volunteers will be trained to do general desk and clerical work, and be on hand to go downstairs with a patron who wishes to borrow the pictures.

Volunteers at Fox

Mrs. Yood reported that the committee felt that a group of 20 pictures was not enough with which to start the program. The trustees concurred and decided a collection of 75-100 was desirable for a beginning.

After some discussion, it was voted "to spend an additional $1000 for additional reproductions, $500 to be taken from the copier account and $500 additional from the Trustees General Income Fund." Mrs. Thompson is also to speak to the Friends of the Library Executive Board which plans a meeting on May 11, advising the Board of the action taken by the trustees at their meeting of April 11 when it was voted to request the Friends for a sum of money for the purchase of prints for the Circulating Art Collection.

Money for reproductions

Staff Quarters

Mrs. Hillier reported that the bills for redecorating the staff room amounted to $951, leaving a balance of $49. It was agreed that this balance should be used for new cushions for the divan, as well as for new shades, both of which are needed.

Bills for staff room

Building and Grounds

It was reported that the discoloration on the front of the building had been caused by leaky gutters. Mr. Kennefick, who had been requested to make necessary repairs, found the gutter in the area in question had a number of holes in it, which he patched.

Discoloration of bldg.

Mr. Kennefick reported that in all probability the gutters which were installed in 1939 by Atlantic Roofers, need replacement, an expensive proposition. Mr. Kennefick also mentioned a new material called roof elastomerita, which could be used to strengthen the gutters for perhaps a period of ten years. The director has asked Mr. Kennefick for a written report of the condition of the gutters.

Gutters to be strengthened

Art and Music Department

Miss Utudjian, Music Librarian, entered the meeting shortly after nine o'clock. Her concern is the need for replacement of equipment which was recently stolen from the department. She is especially interested in having the speakers replaced, and explained to the trustees what the loss of this equipment means to the department. The trustees concurred that the Music Department is not being used to best advantage without the equipment. After some discussion as to how other town departments succeed in having stolen equipment replaced, it was suggested that Mr. Hoyt, together with the Library Director, seek an appointment with the Town Manager to discuss the matter. It was also agreed that the Chief of Police, Ferdinand Lucarelli,

Replacement of speakers in Music

be requested to meet with the Board of Trustees in special meeting to discuss security procedures. Two dates were suggested, Monday the 15th or Tuesday the 16th at 5 o'clock. Mrs. Thompson agreed to contact the Chief.

The following vote was unanimously passed:

> "To spend from the General Income Fund a sum not to exceed $100 for two speakers for the Music Department. This action being taken in order that the Music Department can function, if replacement money for this purpose cannot be secured promptly from Town sources."

Survey Committee

Mrs. Thompson reminded the trustees that in addition to appointing a trustee, they are responsible for naming one member of the community to serve on the committee to study the needs of the library recently voted by the 1972 Town Meeting. She reported that she had been in contact with Mr. Lawrence Corcoran, Town Moderator, who suggested that the Board send him recommendations for his consideration to help him make his three appointments. If these can be made within the next few weeks, Mrs. Thompson felt that the committee might start its work in the early summer, visiting other libraries, etc. The following names were mentioned to be submitted to the Town Moderator.

Needs of library

William Beck
Phillip Herderhurst
Richard Mullen (or an architect)
Mrs. Margaret Spengler
Mrs. Edith Vanderburgh
Harry H. Baldwin 3rd
Mrs. Mary Carlisle
Mrs. Louise Bankart
Mrs. Mark Bradford
Kevin Feeley

Committee to to appointed

Library Goals

The trustees agreed with the Library Director that library goals should be reviewed and that the library's changing role should be recognized and studied. Any addition to the library must provide for the needs and programs of the future. Mrs. Thompson recommended that a special meeting be scheduled for this purpose. Tuesday, May 30,* was decided upon.

Library goals to be reviewed

The next regular meeting was scheduled for Monday, June 12, at 7:30 p.m.

The meeting was adjourned shortly after 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

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* Date later changed to May 23, 1972.

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

May 23, 1972

The Board of Library Trustees met in special session on Tuesday evening, May 23, 1972, at 7:30 in the Junior Library. Present were Mesdames Thompson, Yood and Hillier, Mr. Hoyt and the Library Director, Judith E. Stromdahl.

Mrs. Thompson, Chairman, presided.

Before entering into a discussion of Goals for Public Libraries, the subject scheduled for the meeting, action was taken on the following items:

Goals for public librarie

1. Mrs. Thompson presented a letter she had received from Mrs. Joseph E. Coyle of 17 Highland Avenue offering the library a bronze bust, 12" high, of Koussevitzky.

   Voted: that Miss Utudjian and the Library Director should contact Mrs. Coyle and make arrangements to see the bronze, and accept it if they felt it would be an acceptable addition to the library.

   Bronze bust of Koussevitsky

2. A letter from Mr. William T. Fleming to Mrs. Thompson decrying the programs which the Arlington Peace Action Committee group is presenting at its meetings held in the Multi-Purpose Room at the Fox Branch.

   Mrs. Thompson is to prepare an answer setting forth the principles underlying availability of the Library Halls to groups and organizations, this letter to be approved by Board members before being sent.

   Arlington Peace Action Com. at Fox Br.

3. The report prepared by Mr. Hoyt regarding Breaks and Replacement of Audio Equipment was discussed briefly. Upon Mrs. Hillier's motion, it was unanimously voted to accept the report with its recommendations.

   Breaks and replacement of Audio Equip.

4. Mrs. Molly Yood was asked to continue to serve as a consultant to the Board in its plans for the future, which include setting goals, studying the changing role of the library etc.

5. Mrs. Yood reported that another group of reproductions for general circulation had been purchased bringing the number to approximately 80, and the Library Director reported that Mrs. Peters, Volunteer Coordinator, is now seeking volunteers to help with this program soon to be started at the Fox Branch.

   approx 80 reproductions at Fox

6. A letter, signed by staff members, thanking the trustees for the redecoration of the staff quarters, was read.

thanks for redecoration of staff quarters

The attention of the trustees was then focused on the purpose for which the meeting had been called. It was agreed that this meeting should be a preparation for the meeting with the Redevelopment Board scheduled for Thursday, May 25, 1972. For this group, it was felt that a brief historical background of the library with mention of the two surveys would be desirable, and a statement of the changing role of the library with its ongoing needs for the next 10-20 years should be given. It was also decided that the Redevelopment Board should be asked about their plans for the Center and for the library in particular.

goals of library meeting with Redevelopment Bd.

In the ensuing discussion the following items were mentioned and discussed: anticipated growth of the book collection in relation to growth of the town, advances in audiovisual materials and their effect on the library program, the need and desirability for conference rooms, study carrels, coin operated typewriters, office, storage and other space requirements, multi-purpose room, the possibility of cable television, an Arlington Room for local history, and book charging systems.

Another special meeting was scheduled for Monday, June 5. At this meeting it was decided to invite three of the department heads, to be selected by the Director, to discuss the ideas and objectives they might have for their particular departments. Each department head is to be interviewed separately.

The meeting was adjourned at 10:05.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

June 5, 1972

The Board of Library Trustees met in special session on Monday evening, June 5, at 7:30 in the Junior Library. Present were Mesdames Thompson, Yood and Hillier, Messrs. Hoyt and Doyle, and the Library Director, Judith E. Stromdahl.

This was one of an ongoing series of meetings scheduled for the purpose of discussing the changing role of the public library today and the long range library goals for Arlington in anticipation of a possible building program in the not too distant future.

Changing role of library

Mrs. Marie O'Day, Young Adults' Librarian, presented a program geared to the needs of young adults, and Mrs. Virginia Hirschi discussed the requirements needed to give good reference service to adults. In each case, it became evident that the present library facilities were inadequate for the purposes.

Requirements needed

The next meeting, scheduled for June 12, will be the regular monthly meeting of the trustees.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

June 12, 1972

The Board of Trustees met for its regular meeting on Monday evening, June 12, 1972 at 7:30 o'clock in the Junior Library. Present were Mesdames Thompson, Hillier, Yood, Mr. Hoyt and the Library Director, Judith E. Stromdahl. Mrs. Thompson presided.

The minutes of the previous meeting were accepted as presented.

Correspondence included the following:

Appt. of
D. Stein
to com.
to study
R. Li-
brary

A letter from the Arlington School Committee notifying the trustees that Mrs. Dorothea Stein had been appointed to the "committee to investigate and study the adequacy of the physical plant of the Robbins Library" and

A communication from Mr. Frank P. Wright of the Department of Properties and Natural Resources quoting prices for securing the main building and for installing two exhaust fans at the Fox Branch. (See attached letter.)

Letter
from F.
Wright
re: main
bldg. &
fans at
Fox

P. Ros-
setti on
com. to
study
library

Mrs. Thompson announced that Phillip Rossetti of 105 Falmouth Road had been appointed by the Permanent Building Committee to serve on the committee to study the library facilities. Richard Mullin will serve as a substitute if Mr. Rossetti cannot attend meetings. According to Mr. Rugg, the Finance Committee will meet on June 19 and it is hoped that an appointment can be made at that time. Mrs. Thompson read a letter from Selectman Ronald Nigro recommending Fred Dooe, a former employee of the Robbins Library, to serve on the committee. She reported that she had called Mr. Nigro suggesting that he contact Larry Corcoran himself in regard to this recommendation. Mr. Nigro preferred to have the trustees handle the matter, and Mrs. Thompson agreed to send a note to Mr. Corcoran with Mr. Nigro's recommendation.

E. Mc-
Quaid &
E. Hod-
ges at
meeting
re li-
program

At eight o'clock, Mrs. Esther McQuaid, the first of two department heads who had been invited to attend the meeting to discuss library goals and programs, entered the meeting. As Supervisor of Children's Services, Mrs. McQuaid geared her remarks to the needs of the Children's Department and outlined briefly the facilities she would envision for the future in a new or enlarged building, and described some of the activities she would like to see added to the present programs.

Miss Elizabeth Hodges followed Mrs. McQuaid shortly after nine o'clock. Miss Hodges outlined a number of new programs which she thought desirable and presented some thought provoking ideas as to how the library of the future should meet the needs of the public.

Info.
discusse
re:
F.
Wright's
letter

After Mrs. McQuaid and Miss Hodges had left the meeting, attention was turned to the recommendations contained in Mr. Wright's letter. It was the unanimous opinion of the trustees that fans should not be installed at the Fox Branch. All trustees were concerned that the air conditioner was not functioning properly and felt that steps should be taken to correct the cause of its malfunctioning.

The Library Director was requested to secure an appointment with the Town Manager as soon as possible so that the trustees might discuss the problem of the air conditioner, the fans and the security recommendations with him.

Appt. with T. Mgr. requested

The Library Director presented a request from Dr. Ellen Wiese, Art Curator, to have some of the reproductions included in the new art collection exhibited in the gallery of the main library during the summer months. After some discussion, it was decided that any exhibits relating to the art collection should be held at the Fox Branch where the pictures are to be circulated. It was also decided that this program should be initiated in September with a formal opening and exhibit.

new art collection to be held at Fox

Mrs. Hillier reported briefly on the meetings which the Subcommittee on School Libraries had held, one with Mr. Arnold Lannie, Mrs. McQuaid and Mrs. Stein present, in addition to herself and the Library Director, and one meeting with only Mrs. Stein, the Library Director, and herself present.

Meetings held by sub-com. on School Libraries

Mrs. Yood moved to increase Dr. Wiese's salary, and it was voted that "Dr. Wiese's salary should be increased by 5½%" bringing her hourly rate of pay to $3.43.

Dr. Wiese's salary increase

The Library Director reported that Mr. Philip McNiff, Director of the Boston Public Library, would be happy to give the trustees a tour of the new addition of the Boston Public Library on the following Thursday morning. The trustees accepted the offer and made arrangements to meet Mr. McNiff at the Boston Public Library at 9:30 a.m.

Tour of B.P.L. by Mr. McNiff

The date of the next meeting was scheduled for July 10.

The meeting was adjourned at 11:45 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

DEPARTMENT OF PROPERTIES & NATURAL RESOURCES

P. WRIGHT
RECTOR

Town of Arlington
MASSACHUSETTS

TOWN HALL
643-6700

June 9, 1972

Miss Judith Stromdahl
Librarian
Robbins Library
Arlington, Massachusetts

Dear Miss Stromdahl:

Enclosed are copies of proposals for installation of window grilles, grate-secured installations and flat bars and grilles over doors. Also included is an estimate for the equipment and installation supervision for an intrusion system. The labor for installing the intrusion system, based on our men doing the work, is $500.

Total cost - Grilles etc.	$1,400.	
Intrusion System	2,300.	(materials and supervision)
Labor for Intrusion System	500.	
Total	$4,200.	

A further proposal for the installation of exhaust fans at the Fox Library, with manual control is as follows:

Materials - Two Exhaust Fans	
1 - for roof window	$183.60
1 - for window	288.20
Wire, controls etc.	75.00
Labor	200.00
Total	$746.80

It is planned to install one of these fans in the Junior section where the window is cracked; we would repair the window and install the

fan at the same time. The cost of repairing the window is not included in this estimate.

I understand funds for installation of these fans will come from the Building Construction appropriation.

Please keep me informed on the aforementioned matters.

Very truly yours,
Frank P Wright
Frank P. Wright
Director of Properties &
Natural Resources

FPW/rm

Enc.
CC: Donald R. Marquis
Town Manager

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

July 10, 1972

At the request of the Board of Selectmen, the trustees (Mesdames Thompson and Hillier, Mr. Hoyt and the Library Director, Judith E. Stromdahl) attended a hearing in the Selectmen's office at 7:30 on Monday evening, July 10, 1972. The hearing had been called as the result of a complaint of Mr. James B. Athens of 8 Cleveland Street who objected to the noise caused by the air conditioner at the Fox Branch Library.

After Selectman Bullock presented a plea in support of Mr. Athens' complaint, Acting Town Manager Sullivan reported in some detail the action which had been taken by the Town to minimize the sound. After some discussion, the Selectmen agreed that the matter should be pursued further until successfully concluded to the satisfaction of both Mr. Athens and the Library Trustees even though the Town has to invest some funds in order to accomplish this goal.

Re: Mr.
Athens
complaint
about air
conditioner
at Fox

Following the hearing, the trustees met for their regular monthly meeting in the Junior Library of the Main Library. Present were Mesdames Thompson and Hillier, Mr. Hoyt and the Library Director, Judith E. Stromdahl. Mrs. Thompson presided at the meeting.

The Secretary's report was accepted as presented.

Correspondence consisted of a communication from Steve Pepin of 323 Columbia Street, Cambridge requesting the use of the Library Hall for a lecture on Transcendental Meditation. According to the letter, the Student's International Meditation Society is a non-profit, tax exempt educational organization. Two informal lectures are offered as an introduction to Transcendental Meditation; students who wish to enroll in the course which follows are charged a fee.

Use of
Library
Hall for
lecture
on Transcendental
Meditation

The trustees postponed action on this request until the next meeting.

School-Library Subcommittee

Mrs. Hillier discussed briefly the report she and the Library Director had received from Mrs. Dorothea Stein describing the meetings of the School-Library Subcommittee. Both agreed that the report contained a number of errors and Mrs. Hillier is to contact Mrs. Stein in regard to the report.

Meetings
School-
Library
Subcommittee

Election of Officers

Officers for the coming year were elected. As the Chairman is usually elected to a second one year term, Mrs. Maude Thompson was reelected to serve another year. Mrs. Janemarie Hillier was elected Vice-Chairman for the coming year.

M. Thompson reelected as Chrm.
J. Hillier as V. Chairman

Facilities Committee

Mrs. Thompson announced that the Town Moderator has asked William Beck and Philip Herderhurst to serve on the Library Facilities Committee, and Mrs. Spengler has been appointed to serve as the representative of the Finance Committee. The trustees decided to ask Harry Baldwin to serve as the trustees' appointee. Mrs. Thompson will represent the Board of Library Trustees and as soon as all appointments have been made, will call the first meeting of the committee.

Appts. made on Library Facilitie Com.

Circulating Art Collection

Sunday, September 17, from 2 - 5 was set for the Open House to be held at the Fox Branch to launch the Circulating Art Collection. It was suggested that the Friends be asked to furnish the refreshments for the occasion, and it was voted to ask Mrs. Molly Yood to act as chairman for the affair.

Open House at Fox re: Circulating Art Collectio

Security of Main Building

The Library Director was instructed to write to Frank P. Wright, Director of Properties and Natural Resources, to the effect that the trustees wish to proceed with implementing the security of the building and are awaiting word as to the present status of the project. The trustees are anxious to replace the music equipment from trust funds, but before doing so need the assurance that the Town will supply the necessary funds for an alarm system as agreed upon in the meeting of the trustees with the Town Manager.

Library Director asked to write to F. Wrigh re: security of bldg.

Volunteers

It was agreed that a flyer of some kind describing the Volunteer Program should be prepared, and emphasis placed on volunteer service to the nursing homes and film programs at Fox Branch. The flyer is to be circulated to members of the Friends for volunteers.

Volunteer program flyer

Budget

The next budget will include an 18 month period. The Director was requested to prepare a preliminary budget for presentation at a meeting scheduled for Monday, August 7 (this date subject to change if necessary).

next budget 18 mo. period

Trust Funds

The trustees voted the following from General Income Fund toward A.L.A. Convention expenses:

A.L.A. convention expenses

$50 each to Mrs. Marie O'Day and Miss Emily Cross
$175 to the Library Director, Judith E. Stromdahl

Use of Library Hall

Mrs. John D. Elder requested the use of the Library Hall for a McGovern Committee meeting. Mr. Elder will be returning from the convention in Miami, and the committee would like to plan a meeting to hear at first hand a report of the convention. She also requested permission to "pass the hat" for funds.

Request for use of Library Hall by Mrs. Elder for McGovern Com. meeting

The trustees granted permission to use the hall but felt library policy of "no fund raising projects" had to be observed.

Next Meeting

August 7 is the date scheduled for the next meeting.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

August 7, 1972

The Trustees met for their regular monthly meeting on Monday evening, August 7, 1972, at 7:30 in the Junior Library. Present were Mesdames Thompson and Hillier, Norris Hoyt and the Library Director, Judith E. Stromdahl.

The Secretary's report was accepted as written and distributed by mail.

Correspondence consisted of the following: A notice from the Council on the Arts and Humanities regarding applications for projects, notices from the Town Clerk listing Acts of 1972, memos from the Town Manager to the Library Director regarding air conditioner at Fox Branch, the possible microfilming of town records, and the unencumbered balances which could be transferred to free cash.

This last memo prompted a discussion regarding the $6,146.04 remaining upon completion of the East Arlington Branch Library (Art. 57, 1968). The trustees have been reluctant to release this money until they feel confident that the air conditioning problem at the Branch has been overcome. Then, too, the original plans for the Branch called for an enclosure over the stairs at the rear of the building. This was eliminated by the architects at the direction of Mr. Quattrocchi who said the town could provide the covering. The experience of the past winter amply demonstrated the need for a roof over the stairwell. As the original plans included an enclosure, the trustees feel that perhaps whatever money is needed to construct the enclosure should come from the above source, any remaining funds to be returned to the town. The trustees requested the Chairman and the Director to discuss this matter with the Town Manager.

Reports

The Director reported

1. that the air conditioner at the Fox Branch is being turned off daily as directed by the Town Manager and Frank Wright, Director of Properties and Natural Resources.

2. that according to Mr. Quattrocchi the security of the main building is still being studied by Mr. Wright and the Police Department. Mrs. Thompson and the Director were asked to discuss this matter also with the Town Manager.

3. that repairs to the Dallin plaque had been completed, and at her suggestion

the trustees visited the Music and Art Department to examine the work. There is now a question as to where the plaque is to be placed.

4. that Mrs. Adelaide Bennett has been hospitalized and will undergo serious surgery which will probably result in an extended sick leave.

Old Business

Marking Equipment

The Director was asked to secure from the Police Department the special marker with which valuable and movable library equipment can be marked in an effort to prevent theft.

International Meditation Society

The question of whether or not to allow Mr. Steve Pepin of Cambridge to use the library halls to present three free lectures on transcendental meditation was taken from the table. After considerable discussion, it was voted that no persons or organizations having a commercial or ultimate monetary purpose should be granted use of the library halls. This stipulation will be added to the regulations covering use of the halls.

Friends of Robbins Library

As a new board has been elected for the Friends of the Robbins Library to serve during the 1972-73 season, the trustees felt it would be of mutual benefit to meet with the members for a general discussion of plans and programs. Consequently the trustees voted to invite the members of the new board to a meeting to be held in the Junior Library on August 29 at 8 p.m.

Volunteer Program

Mrs. Thompson briefed the board on the arrangements which Mrs. Yood has made with the library and organizations for the Open House to be held on Saturday afternoon, September 23, at Fox Branch when the Circulating Art Collection is to be launched. The Garden Club has agreed to furnish floral arrangements, the Friends are to be responsible for the refreshments and the Art Association will supply a number of people to serve as ushers or guides.

The trustees also approved a brochure which has been planned by Dr. Wiese and Miss Hodges to hand out to visitors at the Open House.

In view of the fact that Mrs. Bennett will be unable to carry on her work as hospital librarian for some weeks, it was felt the time was opportune to try to secure volunteer help for this task. Mrs. Peters is to be contacted by the Director.

New Business

Film Program

Mrs. Thompson reported on the outdoor film program which the library is planning to present on Wednesday evening, August 30. Stimulated by a program presented at the Bedford Library, Mrs. Thompson had expressed the wish that the

Robbins Library might present a similar program. Consequently, Miss Utudjian and the Library Director have been making the necessary arrangements to present a film program in the library parking lot -- the people to bring their own chairs for the occasion. Mr. Wright has been approached and feels no harm will be done to the lawn should there be those in attendance who wish to sit on the ground during the movies. If this experiment is successful, others will be planned for September. In case of rain, the showing will be held inside the Library Hall. A family film program twice monthly is also being planned for the fall at the Fox Branch.

Investment Series

The trustees voted to have the library present a series of meetings on investments, a subject of considerable interest to many people. It was agreed to ask Mr. William Homer, an Arlington resident and former financial reporter for the Boston Herald Traveler, to plan the meetings.

Trust Funds

Mr. Hoyt introduced the matter of the General Income Trust Fund, mentioning that the account which is with the Arlington Cooperative Bank is not earning the interest which it could if it were at the Arlington Five Cents Savings Bank. After some discussion, it was voted that Norris Hoyt "be authorized to arrange for the transfer of some or all of the General Income Trust Fund from the Arlington Cooperative Bank to a daily interest account at the Arlington Five Cents Savings Bank, if, after discussing the matter with Mr. John Bilafer, Town Treasurer, he feels that such a transfer is advisable."

Mr. Hoyt, who has served as Chairman of Trust Funds and whose term expires as soon as a replacement is named by the Town Manager, was asked to serve as a consultant to the board.

The Director reported that a film reader can be purchased for $198. As there is only $185 in the 1972 budget for this item, the Director is to ask the Town Accountant to approve purchase at increased price. If the new reader proves satisfactory and an additional one is needed, trust funds may be used to purchase another.

Study Committee

The chairman is to review the material which the Director has furnished the trustees during the past few months on library goals, etc., and indicate which items should be included in a folder to be given to the members of the Study Committee at their organizational meeting on Wednesday evening, August 16.

Mr. Hoyt left the meeting at this point having previously alerted the chairman that it would be necessary for him to leave the meeting at 10 o'clock.

The attention of the trustees then turned to the budget. At eleven o'clock, as the hour was getting late, and only two trustees were left to wrestle with the budget, it was voted to postpone further discussion until the special meeting scheduled for Thursday, August 17, at 7:30.

The meeting was adjourned at 11:05.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

August 17, 1972

The trustees met in special session on Thursday evening, August 17, in the Junior Library at 7:30. Present were Chairman Maude Thompson, Janemarie Hillier, Norris Hoyt, and the Library Director, Judith E. Stromdahl.

The entire meeting was devoted to a preliminary discussion of the eighteen month budget which is due by October 2. 18 mo. budget

At the close of the meeting, Mrs. Thompson expressed the extreme regret felt by the Board and Staff alike at Mr. Hoyt's leaving the Board, and spoke words of appreciation for his tireless interest and help during the past six years. Regret expressed at Mr. Hoyt's leaving

The members agreed to meet again on Tuesday evening, September 5.

The meeting adjourned at 11:45 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

September 5, 1972

The Board of Library Trustees met in special session on Tuesday evening, September 5, in the Junior Library at 7:30. Present were Mesdames Thompson and Hillier, two new trustees, Messrs. William Capron and William Homer, Jr., and the Library Director, Judith E. Stromdahl. At the Chairman's request, outgoing trustee, Norris Hoyt, was also present.

Mrs. Thompson welcomed the new Board members, and spoke briefly of the duties which fall upon the trustees of a public library, and expressed the hope that both Mr. Capron and Mr. Homer would enjoy the work involved as well as the association with Board and Staff.

Mr. Homer and Mr. Capron welcomed

Attention was then turned to the budget. Because of his familiarity with budget items, Mrs. Thompson had requested Norris Hoyt to be present at this meeting and to help in preparing the requests.

Budget

Before adjourning, the Director asked permission to have a slight change in the Branch hours. She proposed that the Dallin Branch stay open during supper hours on Monday and Friday evenings, and the lunch period on Wednesdays and Saturdays. The trustees voted unanimously in favor of this move. She also recommended that the Fox Branch be closed on Tuesday and Thursday evenings, as these two evenings are very slow with few borrowers using the facilities. The trustees voted 4 to 1 on this recommendation on an experimental basis to be reconsidered at a later date.

Changes in branch hours

Mr. Homer announced that the investment series had been arranged with meetings scheduled on three Wednesdays, September 27, October 25 and November 29.

Investment series

The meeting was adjourned at 11:30 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

September 11, 1972

The trustees met for their regular monthly meeting on Monday evening, September 11, at 7:30 in the Junior Library. Present were Mesdames Hillier and Thompson, Messrs Doyle, Homer and Capron, and the Library Director, Judith E. Stromdahl. Chairman Maude Thompson presided.

Budget

The main business of the evening was completion of the 18 month budget, the greater portion of time being spent on items to be included in Capital Outlay. The Library Director is to have the completed budget typed and distributed to Board members for their approval or recommendations.

18 month budget

It should be mentioned that Mr. Doyle expressed the opinion that the Finance Committee should be approached for funds whenever a shortage occurs in any account if due to an increase in costs or for any other reason beyond the control of the library board. After some discussion, it was agreed that Mr. Doyle should talk with the Town Manager on an exploratory basis, sounding him out on this subject of paying excess prices out of the contingency funds.

Excess prices out of contingency funds

Trust Funds

Mr. William Homer was asked by Mrs. Thompson to serve as Chairman of the Trust Funds, and he agreed to do so. At Mrs. Thompson's suggestion, he will get in touch with Norris Hoyt, the former Chairman of Trust Funds, for a briefing.

Mr. Homer to serve as Chrm. of Trust Funds

Miscellaneous

The Chairman reminded the trustees of the coming events, namely the Outdoor Movies scheduled for September 15, the Open House for the Art Collection on September 23, and the Book Sale to be sponsored by the Friends on the library grounds on September 30.

Coming events

The Director reported that Mr. Frank P. Wright, Director of Properties and Natural Resources, has recommended that the shrubbery from the bottom of the top front steps to the sidewalk be eliminated. He also suggested that $250 be inserted in the budget for planting replacement.

Shrubbery

The date for the next meeting was set for the second Tuesday of the month, *October 10, at 7:30.

The meeting adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

* Will have to be changed to October 3 because of Town Meeting scheduled for October 10.

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

October 3, 1972

The Board of Library Trustees met on Tuesday evening, October 3, 1972, at 7:30 in the Junior Library. Present were Mesdames Thompson and Hillier, Messrs. Capron, Doyle and Homer, and the Library Director, Judith E. Stromdahl. Mrs. Thompson, Chairman, presided.

The minutes of the three previous meetings were accepted as prepared and distributed, with the addition of John Doyle's name to the minutes of September 5.

Correspondence consisted of the following:

1. A letter from Mrs. Daniel von Recklinghausen, Education Chairman, Arlington Committee for UNICEF, requesting participation of the Robbins Library in this year's UNICEF education and Halloween collection programs, similar to those of past years.

UNICEF program

Voted: that the Robbins Library cooperate as in previous years with the Arlington Committee for UNICEF

2. A letter from Frank P. Wright, Director of Properties and Natural Resources, with recommendations for the enclosure of the stairway at the rear entrance at the Fox Branch.

Enclosure of stairway at Fox

Action taken: The Director was requested to advise Mr. Wright that the Board members were not in favor of concrete blocks for this enclosure and did not feel that a steel door and frame were necessary. The Director was further requested to ask Mr. Wright once again to check the side entrance to the Parish House of the Pleasant Street Congregational Church and to secure an estimate of the cost for the same treatment for the Branch providing there is no engineering objection.

3. A communication from the office of the Town Clerk directing attention to some Acts of 1972.

Acts of 1972

4. A letter from Mr. Hoyt expressing his pleasure at having had the privilege of serving as a Library Trustee and expressing his willingness to help the library and the Trustees in any way possible in the future.

Letter from Mr. Hoyt

5. Notice of a Massachusetts Library Trustees Meeting to be held October 20 at which time the Role of the Library Trustee is to be reviewed.

Mass. Library Trustees meeting Oct. 20

Reports

Mrs. Thompson commented on the Book Sale held on Saturday, September 30, 1972, reporting, that, in spite of the rainy weather, the sale netted $170. According to her information, another sale is to be held at a later date. In the meantime, the library will store the unsold books.

Book Sale on Sept. 30

Mrs. Thompson also spoke briefly about the Open House at Fox Branch and the favorable comments received on the art collection which has been made available to the public. She reported that Mrs. Yood and Dr. Wiese had ordered some additional prints which would soon be ready for circulation.

Open House at Fox on Art

The Director reported that Mrs. Peters had received a number of applications for volunteer help for shut-in service and would soon have these people scheduled.

Volunteer help

Mr. Homer expressed his pleasure at the good turn-out for the first of the series on investments held on Wednesday evening, September 27, 1972. The second meeting is scheduled for Wednesday, October 25, with Mr. Thomas H. Adams, Jr., Vice President of Paine, Webber, Jackson and Curtis, Inc., as the speaker. Mr. Homer is to introduce Mr. Adams.

Meetin on investments

Mrs. Thompson, September 6 reporting that the Library Facilities Study Committee met on Wednesday, ~~October 4~~, said that the committee feels that their next step is to have the St. John Report updated by someone knowledgeable on library matters. This consultant is to be asked to look at the library in terms of not moving out of the present building as recommended by St. John and be asked for recommendations as to how the present building can be used and suggest how much additional space might be needed. To do this the committee will need money, and they requested Mrs. Thompson to approach the Board of Library Trustees for a grant from Library Trust Funds. The sum of $2,000 was mentioned. The Trustees discussed the matter for some time and agreed that, if trust funds were to be used, it was the duty of the Trustees to have this survey made, the survey to be turned over to the Study Committee for their use. Accordingly, the Director was requested to approach Mr. Philip McNiff, Director of the Boston Public Library, and ask him if he is available to make such recommendations and at what cost. As the committee is to meet again on October 11, the Director is to get this information to Mrs. Thompson before that date if possible.

Library Facilities Study Com. meeting

The Director also reported that the water meter at the Dallin Branch had split in two with the result that the entire lower floor of the Branch had been flooded. Discovered before the water had reached the bottom book shelves, no serious damage was done. The Public Works Department and the Fire Department aided the custodians in cleaning up the flood.

Dallin Branch water meter split in two

Budget

As the hour was getting late, and the trustees had not been given ample time in which to study the completed budget, the discussion of the budget was postponed until Thursday, October 12, when the Trustees will meet in special session for this purpose.

Study of budget postponed

The next regular meeting is scheduled for November 7, 1972.

The meeting was adjourned at ten o'clock.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

October 12, 1972

The Board of Library Trustees met in special session on Thursday evening, October 12, in the Junior Library at 7:30 p.m. Present were Mesdames Hillier and Thompson, Messrs. Capron, Doyle and Homer, and the Library Director, Judith E. Stromdahl.

Mrs. Gordon Thompson, Chairman, presided.

The purpose of the meeting was to discuss the completed budget. Several changes were voted.

1. The trustees, after much discussion, unanimously voted that the figure for the gutters, listed in capital outlay, should read $5,500 instead of $15,500 as recommended by Mr. Wright. The trustees favored using the material produced by Products Research Corporation, as recommended by Mr. Kennefick, for repairing the gutters, and the Director was asked to secure letters from Mr. Kennefick and Mr. McNiff, Director of the Boston Public Library, where this product is being used on the new library addition. However, the Director was asked to include in the supporting information Mr. Wright's recommendation of $15,500 for new copper gutters.

Changes in budget

Figures in capital outlay to be changed re: gutters

2. The Director was further requested to ask Mr. Marquis if the trustees are required to use Mr. Wright's quotations in preparing the budget.

   Apropos of the budget, Mrs. Thompson mentioned that she understood from Mr. Forrest, Chairman of the Finance Committee, that his committee hoped to establish the rule that, should a shortage develop in any specific category of the approved budget, a request for a transfer of funds should be made of the Finance Committee rather than using money allocated to another category. The Director was asked, if possible, to get a clarification of this proposed procedure from the Town Manager.

Another category in case of shortage in a category

3. The trustees voted approval of the $400 which had been inserted in the capital outlay budget for 1973 - Main Library - for a floor polishing machine for custodian use.

Floor polishing machine

4. Approval of inclusion of two dehumidifiers in the capital outlay budget for the Fox Branch storage basement was unanimously voted.

Dehumidifiers for Fox

5. Also approved was an additional $40 under cleaning services.

Additional $400 under cleaning services

6. The trustees questioned Mr. Wright's recommendation to tile the lower hallways at the Dallin Branch at an additional cost rather than installing rubber runners which were authorized in the 1972 budget. It was unanimously voted that stair treads and runners should be installed with the $587 as approved in the 1972 budget.

Stair treads and runners at Dallin

The Director was asked to remind Mr. Wright that the rest rooms at Dallin Branch are to be painted with funds from the School Department Budget.

Rest Rms at Dallin to be painted

The question of whether the trustees would have an opportunity to discuss the budget with the Town Manager was raised. With two new members on the Board, it was felt that it was particularly desirous this year. A late afternoon meeting was suggested, and the Director was asked to find out if the Town Manager would meet with them at five o'clock on a day convenient to all.

Meeting with T.M. and Trustees

Miscellaneous

The Director reported that she had talked with Mr. Philip McNiff, Director of the Boston Public Library, relative to the possibility of serving as a consultant to the Facilities Committee. If asked, he indicated he would be pleased to do so. He offered the comment that he felt no in-depth survey is needed -- this has been done previously. He also indicated he would be glad to meet with the committee at no charge for services.

Mr. McNiff as consultant to Facilitie Com.

Mrs. Thompson reported that Harry Baldwin had been in touch with a Mr. A. Anthony Tappe of Huygen & Tappe, Inc., an architect serving on the Building Committee of the Town of Brookline, and consultant for the Bureau of Library Extension. Mrs. Spengler and Richard Mullin were charged with the task of preparing guidelines to present to consultants to be interviewed. When established, the trustees are to meet with the committee to discuss the guidelines, as it is the trustees who are to hire the consultant.

Re: Consultant to be interviewed

The date of the next meeting was scheduled for Tuesday, November 14, 1972, at 7:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

November 14, 1972

The Trustees of the Robbins Library met for their regular monthly meeting on Tuesday evening, November 14, 1972, at 7:30 in the Junior Library. Present were Mesdames Hillier and Thompson, Messrs. Capron, Doyle and Homer, and the Library Director, Miss Judith E. Stromdahl. Mrs. Maude Thompson, Chairman, presided.

The minutes of the last meeting were read and accepted.

Meeting with Town Manager

Following the acceptance of the minutes, the Library Director, as a result of her meeting with the Town Manager, reported the following:

1. that the Town Manager is recommending Mr. Wright's quotation of $15,500 in the budget for copper gutters in preference to the $5,500 entered by the Board of Library Trustees.

Copper gutters

2. that Mr. Marquis, when asked, stated that as a general rule he would accept Mr. Wright's recommendations for buildings and grounds budget items. He also corroborated Mrs. Thompson's statement that Bernard Forest of the Finance Committee is hoping to establish the rule that, should a shortage develop in any specific category of the approved budget during the year, a request for a transfer of funds should be made of the Finance Committee rather than using money allocated to another category.

Transfer of funds category

According to the Director, the Town Manager expressed himself as willing to meet with the Library Board in regard to the budget, and agreed that a five o'clock afternoon meeting would be fine if a mutually satisfactory date could be arranged. Accordingly the Trustees asked the Director to try for Thursday, November 30, at 5 p.m.

Meeting with Town Mgr. Nov. 30

The Director also reported that Building and Maintenance would not oppose the Trustees' decision to use stair treads and runners in the hallways at Dallin instead of tiling as proposed by the Maintenance Department.

Stair treads at Dallin

Mr. Quattrocchi, when asked, assured the Director that painting of the rest rooms at Dallin is on the agenda, the work to be paid for from School Department funds, as agreed.

School Dept. to pay

Correspondence

Correspondence consisted of the following:

1. A letter from Mr. Frank P. Wright in regard to the proposed enclosure for the Fox Branch rear stairway. (Action was tabled until next meeting.)

2. Letters of resignation from Miss Shirley Utudjian, Music and Art Librarian, and Miss Rebekah McCandlish, Children's Librarian at Dallin Branch.

Letters from Mr. Wright and S. Utudjia

Reports

Mrs. Janemarie Hillier, Personnel Chairman, made the following recommendations stating that, when possible, promotions should be made within the staff.

1. To fill Mrs. Rosemary Francis Atkinson's position in the Reference Services Division, transfer Kenneth Hoffman from the Circulation Department. Mr. Hoffman, a graduate of Western New England College, with experience in the college library, accepted a position on the non-professional staff at Robbins Library when Mrs. Peggs retired, as he was anxious to settle near Boston in order to attend library school. He is now completing his sixth course in Library Science and has given satisfactory service. Recommended salary rate - LS 2, Min. $7776.

K. Hoffman to fill R. Atkinson position

2. Fill the vacancy thus created in the Circulation Department by appointing Warren Smith to the position. Warren Smith has worked on a part-time basis through high school and college, and upon graduating from the University of Massachusetts at Boston in June 1972 asked to be considered if any suitable job became available. Warren wishes to go to library school, but cannot afford the expense at the present time. Recommended salary - AG 4, Step 3 $6862.

W. Smith in Circulation

3. To fill the Children's Librarian's job at Dallin, promote Mrs. Sharon Monat to the position on a six month's trial basis. Mrs. Monat has a master's degree in Education from State University of New York at Albany. She, too, accepted a non-professional job at the library as she wished to find out if she liked library work better than teaching. She has spent the past year in the Junior Library and has been taking courses in Library Science. Her work has been very satisfactory. Recommended salary rate - LS 2, Min. $7776.

S. Monat Chil. Li. at Dallin

No applicant was proposed for the vacancy caused by Miss Utudjian's resignation. It was agreed that Miss Suzanne Nichelson of the Reader's Advisory Services, if interested, should be considered, along with any other applicants who might apply. Speaking of Miss Utudjian, it was the unanimous feeling of the Trustees that Mrs. Thompson should write her a letter of appreciation of her work at the Robbins Library and offer her the Board's best wishes in her new job.

Vacancy in Music & Art

Letter to be written to S. Utudjian

Budget

The Director reported that the following changes in the budget had been made by the Town Manager:

1. books from $58,000 to $55,937 (13%)
2. periodicals from $4500 to $4000
3. films from $1000 to $800
4. phonorecords from $2700 to $2325
5. personal services - high school and college workers from $45,376 to $34,183 provided that the minimum wage law does not cover this group of workers. The Director was asked to get clarification on this item.

changes in budget by T. Mgr.

Apropos of this last item, the Director reported that she had been to the Labor and Industries Department - Minimum Wage Division - at the State Office Building for information. The gentleman in the office was very definite in classifying the high school and college assistants as clerical help and stated that the minimum pay was $1.85. He admitted, however, that although the department enforced this rule very strictly in private business, it did not have the means "to police the cities and towns." Accordingly, although the minimum rate is $1.85, cities and towns vary in the wages paid to student help in libraries.

Re: Classification of high school & college students

After some discussion, upon motion of Mr. Capron, it was voted to recommend to the Town Manager that "for this help, the Trustees felt there was no recourse but to pay the minimum wage in accordance with the law."

The book budget was also discussed. It was pointed out that by action of the Town Manager and Finance Committee the book budget for the past several years has been kept at the very minimum allowed for those libraries receiving state aid.

Book budget discussed

Custodian - Fox Branch

With the change in hours established for the new custodian at the Fox Branch, it was voted that the organizations meeting in the All-Purpose Room should be charged $5 or any fraction thereof for his services after ten o'clock.

Custodian's services at Fox

Christmas Party

Mrs. Hillier brought up the question of a Christmas Dinner Party for the staff.

Voted: that the Trustees plan a Christmas Party for the staff on December 9.

Christmas dinner party for staff

Mrs. Hillier was asked to complete the arrangements.

Study Committee

Mrs. Thompson reported that the members of the Facilities Committee feel very strongly that, in order to give a satisfactory report to Town Meeting, "they need some professional help in reaching their conclusions. They feel that the present library building should be evaluated for best usage and the need for an addition be clarified. They are planning to interview two specialists or consultants at their next meeting, November 21." However, as Mrs. Thompson explained, the committee cannot proceed without funds for a survey. After some discussion, the Board voted that "the Chairman, Mrs. Thompson, as a member of the Facilities Committee, be authorized to offer the Facilities Committee a sum from Trust Funds up to $3500 for the purpose of supporting the work of the Facilities Committee."

Professional help for Study Com.

It was agreed, also, that the consultant should be asked to present a couple of alternative programs. Mrs. Thompson invited the Board members to attend the meeting of the Facilities Committee on Tuesday, November 21.

Christmas Hours

Voted: that the library should close on Saturday, December 23, at twelve noon with the approval of the Town Manager.

Library to be closed noon Dec. 23

Next Meeting

The date of the next meeting was set for December 12.

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

December 12, 1972

The Trustees met in regular session on Tuesday evening, December 12, 1972, at 7:30 in the Junior Library.

Present were Mesdames Hillier and Thompson, Messrs, Capron, Doyle, and Homer, and the Library Director, Judith E. Stromdahl.

Mrs. Thompson, chairman, presided.

The minutes of the last meeting were accepted as prepared and distributed.

Correspondence

Correspondence consisted of the following:

Corres. from Miss Hodges, Town Mgr. and Frank Wright

A letter from Elizabeth Hodges thanking the Trustees on behalf of the staff for the Christmas Dinner Party given the staff on December 9, 1972.

A communication from the Town Manager regarding articles to be inserted in the Town Warrant.

A communication from Mr. Frank Wright, Director of Properties and Natural Resources, with recommendations for correcting conditions regarding safety from the Insurance Service Office of Massachusetts.

Reports

Personnel

Candidates for Music & Art Librarian

Mrs. Hillier reported that ten candidates had been interviewed for the position of Music and Art Librarian, and that she and the Director were in the process of narrowing the number down for a final selection. It is hoped that a recommendation can be made at the next regular Board Meeting.

Interviewing by Mrs. Hillier

In passing, Mrs. Hillier commented that interviewing in many ways was an education in itself. She referred specifically to the number of hours staff members are required to work in the various libraries, 35 and 36 being the standard as against 38 at the Robbins Library.

Facilities Committee

Mr. Flansburgh architect

Mrs. Thompson reported that Mr. Earl R. Flansburgh of Earl R. Flansburgh & Associates, architects of Cambridge, had been selected as a consultant to the committee. After considerable discussion the Trustees voted to authorize

Mrs. Thompson to write a letter to Mrs. Carlisle advising her that the Trustees had voted a sum of not more than $3500 from trust funds be made available to the Facilities Committee for the purpose of securing the services of a consultant of its choosing, payments to same to be approved by the Trustees.

Money from Trust Funds to Facilities Com.

Trust Funds

Mr. Homer reported that he and Mr. Hoyt had seen Mr. John Bilafer, Town Treasurer, in regard to the changes requested in reporting library trust funds in the 1972 Town Report. Mr. Bilafer suggested that Mr. Homer contact him again the first of January when a draft of the report will be ready. At that time any desired revisions could be made by Mr. Homer.

Changes in repor ting trust funds

Fox Branch

Once more the stairway enclosure at the Fox Branch came up for discussion. Mr. Homer reported that he had examined the area and reported that he had no objection to the cinder block construction. When taken, the vote to accept Mr. Wright's proposal "to construct a permanent concrete structure" for a price of approximately $1500-$1600 was 3 - 1 with one abstention.

Stairway enclosur at Fox

Insurance Recommendations

The Director was authorized to contact Mr. Wright about the recommendations made by the Insurance Service Office of Massachusetts in regard to the unscreened areaways at the Main Library and the Dallin Branch.

Unscreene areaways at Main & Dallin

Reader-Printer

The Library Director requested permission to buy a reader-printer from the Copier Account. A 3M Manual 2100B can be purchased for $1150, and a 400M automatic for $1365. The Trustees suggested that the Director check other makes and report her recommendation at the next meeting.

Reader-printer to be bought

Volunteers

The Director mentioned that a number of volunteers were reporting regularly to the various departments and were helping in making a dent in some of the "backlog" which has piled up.

Volunteers helping

Dallin Branch

The Director, recapitulating the expenses for the year, felt that there might be enough of a balance in the Building and Grounds Account to pay for one of the three items in the 1972 budget after using funds from this account for uncontrollable changes in prices of light, telephone, etc. Included in the 1972 budget was $1200 for painting the Dallin Branch, $1000 for painting the Junior Library, and $1000 for pointing the outside of the Main Library building. The Trustees instructed the Director to use any available funds for painting at the Dallin Branch.

Painting at Dalli

The next regular meeting is scheduled for Tuesday, January 9, 1973.

The meeting was adjourned at 11 o'clock.

Respectfully submitted,

Judith E. Stromdahl, Library Director and
Secretary to the Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

December 27, 1972

The Board of Library Trustees met in special session at 7:30 on Wednesday evening, December 27, 1972, in the Historical Room. Present were Mesdames Hillier and Thompson, Messrs. Capron, Doyle and Homer, and the Library Director.

Mrs. Thompson presided. The purpose of the meeting was to update the five year long-range capital budget to present to the Long-Range Planning Committee at its meeting on January 10, 1973.

Update of 5 yr. long-range capital budget

Budget Hearing

Before entering into this long-range discussion, however, the Director reported the following:

1. That, upon request, she had met with the Board of Selectmen on Monday evening, December 18, 1972, for a budget hearing. After some discussion, the Selectmen voted the library budget as approved by the Town Manager, with an amendment, recommended by the Town Manager, of an additional $2600 to install a security system covering the entire building to be hooked up to the Police Department.

   Library budget voted

   Security system to be installe

   In the course of the hearing, the Director was requested to make known to the Board members the Selectmen's concern over the dingy appearance of the outside of the Main Library, suggesting that action should be taken to have the building cleaned.

   Main Li-
   should be cleaned

2. That the oil burner had failed to function properly sometime during the weekend so that the building was stone cold on Tuesday morning when the custodians arrived at 6:30 and put in a call for service. The serviceman cleaned the points and reported all was well, but he had to be summoned a second time during the day. On this service trip he replaced a defective fireye control with a new, current model. The Junior Library had to be closed during this period as the temperature in that department was in the 50's.

   Oil burner trouble

Long-Range Capital Budget

The Trustees then turned their attention to the long-range capital budget, reviewing the items included, recommending additions and deletions.

The item of $40,000 for preliminary plans for an addition listed for the year 1973-1974 came up for discussion. Mrs. Thompson, a member of the Facilities Committee, reported that the Facilities Committee was undecided as to the best pro-

Plans for addition

cedure to follow - whether to submit an article for funds at the 1973 March Town Meeting or to wait until a possible special meeting would be held later in the year. Mrs. Thompson asked for guidance as to how to vote on this item at the next meeting of the Facilities Committee.

Voting at Facilities Com.

The consensus of the Trustees was in support of the suggestion of submitting an article to the 1973 Town Meeting.

Try for funds at T. Mtg.

Massachusetts Board of Library Commissioners

Mrs. Thompson reported that she had received a communication from the Massachusetts Board of Library Commissioners pertaining to Standard #6 (General Laws, Chap. 78, Sec. 19 B).... in determining the eligibility of municipalities for Direct State Aid Grants. In order to receive State Aid, libraries must observe the rule of reciprocity among borrowers of libraries of surrounding towns.

State aid grant

Mention was made of the gift of four maps which had been presented to the library by Mr. Horace Homer of the Arlington Historical Commission and accepted by Mrs. Thompson on Saturday, December 9, 1972. The maps were of Arlington in 1650, 1700, 1750 and 1800.

Maps given by Arl. Historical Com.

The meeting was adjourned at 10 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 9, 1973

The trustees met for their regular monthly meeting on Tuesday evening, January 9, 1973, in the Junior Library at 7:30.

Present were Mesdames Hillier and Thompson, William Homer and the Library Director, Judith E. Stromdah. Mr. John Bilafer, Town Treasurer, was also present for the first part of the meeting.

Mrs. Thompson, Chairman, presided.

Trust Funds

Mr. Bilafer presented a copy of the report of the Library Trust Funds for the year 1972 to each trustee, and commented briefly on a number of items. He left the bank books and records with Mr. Homer who is to check them against the report, after which, if found to be correct, he will secure the signatures of all trustees on the official report and return it with the records to Mr. Bilafer at Town Hall.

A report from Mr. Homer relative to his meeting with Mrs. Maude Thompson, the Town Treasurer, and Town Accountant Carmen Foritano at the Harvard Trust Company for the annual check on the library's investment certificates in the safe deposit box 1002 was distributed to members present.

Trust funds to be checked by Mr. Homer

After Mr. Bilafer's departure, the minutes of the last two meetings were read.

The minutes of the December 12, 1972 meeting were accepted as prepared; wording of the last paragraph of the December 27, 1972 minutes was changed to read, "The consensus of the Trustees was in support of the suggestion of submitting an article to the 1973 meeting." Revised copies will be prepared for distribution to the Trustees.

Change in minutes re: article at 1973 T. Mtg.

Correspondence

Correspondence consisted of the following:

1. A letter of resignation from Mrs. Margaret Morash who has been a member of the staff for 17 years.

   Letter of resignation from M. Morash

2. A letter from Mr. Robert Klein of 196 Crosby Street, requesting permission for the use of the Library Hall by the Arlington Chapter of Citizens for Participation in Political Action.

   So voted.

   Letter from Mr. Klein

Reports

Personnel

Mrs. Janemarie Hillier, Personnel Chairman, presented the name of Mrs. Margaret Shea of Concord Turnpike, Lincoln, Massachusetts for the position of Music and Art Librarian to replace Miss Shirley Utudjian who resigned to become Audiovisual Librarian at the Boston Public Library. M. Shea, Music Lib.

Mrs. Shea graduated with honors from Northeastern University and has a master's degree in Library Science from Simmons School of Library Science. She has served as Head of Circulation of the Boston Medical Library, Librarian at Spectrametrics and also as acting editor of the Minuteman Press of Lexington. Her references are outstanding.

Voted: To offer the position of Librarian - Music and Art Department - to Mrs. Margaret Shea at the yearly rate of $9490 (LS3 - Step 1), services to begin as soon as possible.

Facilities Committee

Mrs. Thompson reported that at the meeting of the Library Facilities Committee held on Wednesday evening, January 3, 1973, the committee signed a letter of agreement for the sum of $2500 with Mr. Earl R. Flansburgh of Earl R. Flansburgh and Associates of Cambridge to review the present library facilities and propose a program for present and future expansion. The committee also decided to enter an article in the 1973 Town Meeting Warrant requesting funds for preliminary architectural plans. Review of library

Reader-Printer

The question of the purchase of a reader-printer from copier funds was tabled until the February meeting. Reader-printer tabled

Library Goals

There was general agreement that the trustees should draw up a program of both short-range and long-range goals for the library. It was decided that Mrs. Thompson and the Director should prepare said goals and distribute them to the Board members for their consideration and recommendations. Goals for library

Yearly Report

The Director called the members' attention to the Town Manager's memo regarding the proposed change in format of the Annual Town Report and showed them sample reports from other communities. A general discussion followed and a choice of a picture to use in the library report was made from a group submitted by the Director from the library holdings. Mrs. Thompson is to prepare material on the Library Facilities Committee for inclusion in the library report. Annual town report

Circulating Art Collection

Through an error, one set of the art pictures purchased for the Circulating Art Collection was charged to the trust fund account instead of to the Friends of the Library with the result that the library has $400 in unexpended money given by the Friends for the art program. Art pictures

Voted: that the Art Committee be authorized to spend the $400 for additional pictures for the Circulating Collection.

The next meeting is scheduled for Tuesday, February 13, 1973.

The meeting adjourned at 10:50 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

February 13, 1973

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, February 13, 1973, in the Junior Library at 7:30. Present were Mesdames Hillier and Thompson, Messrs. Capron and Homer and the Library Director, Judith E. Stromdahl. Mrs. Maude Thompson, chairman, presided.

The minutes of the January meeting were accepted as prepared and distributed.

Correspondence

Mrs. Ella Buzzotta of the Arlington Art Association requested permission to use the Music and Art Department for a reception for the artists on Sunday, April 29, 1973, in connection with OPUS II, from 7 to 10 p.m. So voted.

Reception by Arlington Art Assoc. 4/29/73

A letter of resignation from Kenneth Hoffman who has accepted a job as librarian of the Junior High School in Bourne.

Letter of resig. from K. Hoffman

Reports

Library Facilities Committee

Mrs. Thompson reported that the Facilities Committee had met twice in January with Mr. Flansburgh, who presented two different schedules describing the space needs of the library. According to his original estimate, the library program calls for double the space now available. These figures, however, have been cut down to 38,000-39,000 square feet. Mr. Flansburgh reported that his engineer had made a survey of the building, examining the heating, lighting and plumbing safety features, and had come to the conclusion that it would cost approximately $180,000 to bring the present building up to safety standards set by the Commonwealth.

Library Fac. Committee meetings

Mr. Flansburgh also sketched out three possible ways in which the necessary space could be acquired.

1. Extend a three floor addition out toward the park which it has been found encroaches upon quite a bit of the library grounds.
2. Build out in front of the Junior Library.
3. Remove the Junior Library, replacing it with an addition to satisfy the space needs.

Ways to acquire necessary space for library

According to Mrs. Thompson, the committee seems to favor the third suggestion.

The committee also discussed the type of recommendation to present to the Town Meeting, whether $25,000 should be requested for preliminary plans or a larger amount (over $100,000) for working drawings. A vote of six to three was for preliminary plans.

Plans for T Meeting

Mrs. Hillier, commenting on the report, suggested that the Library Director might contact the Arlington Advocate and perhaps get some photographs showing the crowded conditions under which the staff is working. The Board concurred.

Photos taken for Advocate

Personnel

Mrs. Hillier reported that she and the Director had interviewed a Deena Jenkins as a possible replacement for Kenneth Hoffman.

Mrs. Jenkins graduated from Eastern Illinois University in August 1971, and received her MLS from the same institution in August 1972. In addition, she has a background in theatre arts and has produced puppet shows, as well as being skilled in story telling. Both Mrs. Hillier and the Director were very much impressed with Mrs. Jenkins and requested permission to hire her if her recommendations proved satisfactory. It was so voted.

Deena Jenkins for K. Hoffman's job

Trust Funds

Mr. Homer reported that he had checked with the Town Treasurer and found that the $2550 received from the Farmer Fund had been duly transferred to the Trustees General Income Fund.

Transfer of funds to Trustees Gen. Income fund

Friends of the Library

Mrs. Thompson announced that arrangements for the trustees' Library Week dinner party had been made with the Winchester Country Club for April 12. Husbands and wives and the library program guest speaker are included in this affair.

Library Week dinner party

Library Budget

The recommendations of the subcommittee of the Finance Committee in regard to the library budget were reviewed. After some discussion, it was agreed that the trustees should request increases for the high school and college students ($1.50 and $1.85 respectively) when the trustees met with the Finance Committee on Thursday evening, February 15, at 7:45. It was agreed, moreover, that the Finance Committee should be informed that the trustees feel strongly that both high school and college pages should receive state minimum wages of $1.85 per hour.

High School and College students salaries

It was also agreed that there should be a clear understanding between the trustees and the Finance Committee in regard to the items which were eliminated from the budget; namely, that should a new mimeograph machine or a floor polisher be needed during the next 18 months, funds for replacement will be requested from the Finance Committee.

Funds for replacement of equipment

Use of Library Facilities by School Department

The Director noted that permission had been requested by the Central School to use the Library Hall for classes as often as morning hours were available. In the light of the library's experience with the Park West Program classes at Dallin Branch, the trustees, upon motion by Mr. Capron, voted that the Library Director send a letter to school officials stating "the Board of Library Trustees reaffirms its willingness to cooperate with the schools on the use of its facilities, but feels that this is only possible when explicit addition is made to the library budget to cover all expenses."

Permission requested for use of hall by Central School

Bookmobile

The Director presented a proposal received from the Director of the Medford Public Library in regard to a possible cooperative venture with bookmobile service, uniting with Medford and Malden in jointly operating such a service. The trustees agreed that if such a project could be funded by a grant at no expense to the town, it could be considered. If not, they were not interested.

Book-
mobile
ser-
vice

Reader-Printer

At the request of the Library Director, it was voted that a reader-printer could be purchased from the copier fund when the amount in the fund permitted such purchase. The reader-printer is priced at $1462 plus $90 for a coin attachment. The Library Director will determine whether a 10¢ or a 25¢ coin attachment will be used.

Reader-
printer
to be
pur-
chased

Open Houses

At the request of Mrs. Carlisle, Chairman of the Facilities Committee, the library is planning a series of Open Houses for the public. It was agreed by the trustees that the library should cooperate in every way possible with the committee in making the needs of the library known to the public.

Open
Houses
at Li-
brary

The next meeting is scheduled for Tuesday, March 13, at 7:30.

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

March 13, 1973

The Board of Library Trustees met on Tuesday evening, March 13, 1973, for its regular monthly meeting, held in the Junior Library at 7:30 with the following members present: Mesdames Thompson and Hillier, Messrs, Capron and Homer, and the Library Director, Judith E. Stromdahl. Mrs. Thompson, Chairman, presided.

At 8 o'clock, at the request of the Chairman, Mr. Robert L. Clancy, a member of the Arlington Committee on Cable TV, reviewed for the Trustees the work of his committee, and explained in particular the ways in which Cable TV might be expected to provide a means of extending library programs and facilities into the community.

Cable TV reviewed by Robert L. Clancy

Mr. Clancy left at 9:10 and the meeting proceeded according to the agenda. The secretary's report of the previous meeting was accepted as prepared and distributed by mail.

Correspondence

Correspondence consisted of a letter of resignation from Mrs. Virginia Hirschi, Head of Reference Services.

Letter of resignation from V. Hirschi

Reports

Personnel

Mrs. Hillier recommended that Miss Suzanne Nichelson of the Reference Services staff be advanced on a trial basis, to the position of Head of the department to replace Mrs. Hirschi. Miss Nichelson has been a member of the professional staff since June 1970 and has been an interested, capable assistant. Miss Nichelson has an excellent background in reference materials, a wide knowledge of books and is good with the public. It is recommended that she be given the position on a six month trial basis at the salary rate of LS 3, Min. $9178. So voted.

S. Nichelson to be head of Ref. Se

To replace Mrs. Bennett in the Circulation Department, Mrs. Hillier recommended William Flaherty, a former Northeastern Co-op student who served two years at the Robbins Library, and, upon his transfer to the University of Massachusetts, as a part-time worker when needed. Upon graduation from college, Mr. Flaherty worked at the Boston Public Library on a temporary job and comes to Arlington from the Belmont Public Library where he has been employed full time. Mr. Flaherty, a good, dependable worker, expects to study for his MLS and is willing to accept a position on the non-professional staff in the meantime. His salary rate has been recommended at AG 4, Max. $7122. So voted.

W. Flahert to replace A. Bennett

National Library Week

The Director distributed a report from Miss Elizabeth Hodges giving details of the plans for the National Library Week program as they have progressed to date.

Mrs. Thompson reported that she had talked with Miss Norine Casey, Chairman of the Friends, in regard to the dinner preceding the program. She proposed that the Friends pay for the dinner in light of the increasing number of guests who have been invited in recent years.

NLW plans discussed

Voted: that the Trustees pay for their own dinners and let the Friends pay for themselves and their guests.

The hour for the dinner was set at 5:45. Those to attend are Trustees and spouses, guest speaker and hosts, Chairman of Friends, Mr. and Mrs. Marquis, Mrs. Sargent, if she accepts invitation, Miss Hodges and Library Director.

Dinner at 5:45

Mrs. Thompson also suggested that Mr. Capron, a colleague of Mr. Galbraith, should be the one to introduce him at the meeting. It was so agreed.

Old Business

Mrs. Thompson reported that the Facilities Committee had voted in favor of requesting from the Town Meeting the sum of $25,000 for preliminary plans for a library addition. Inasmuch as the Finance Committee had rejected the original request for this sum under Article 100 of the Warrant, it would be necessary to offer a substitute motion in order to bring it to a vote of the Town Meeting.

$25,000 to be requested from T. Meeting

She further stated that Mr. Flansburgh had been requested to prepare factual material for publicity to be made available to Town Meeting members and the public. In addition, library tours will be held on three Saturday afternoons for Town Meeting members who will receive letters of invitation.

Library tours to be held

Gutters

Mr. Capron, saying that he was still disturbed over the "gutter problem," read a letter (see attached) which he had drafted to send to Mr. Marquis, which, in essence, politely says that the Trustees want to be sure that alternatives have been studied before $15,000 is spent on the gutters.

Gutter problem

The Trustees approved the letter and the Director was requested to have it typed and copies sent to each Trustee.

On the same subject, Mr. Homer said he had talked with Mr. Forest about the gutters. He had also requested the Director to check with the Moore Roofing Company for a list of buildings where it had used the PRC and also to check the company producing the material. The Director advised the Board that she had contacted Mr. Guilderson, who had promised to send her the desired material. It was decided that this data, when received, should be included in the letter to Mr. Marquis.

PRC for gutter problem

School Department

Mr. Homer recommended that the Trustees early in the summer contact the School Department regarding its use of the Dallin Branch and seeking a commitment from the

Use of School Department at Dallin

schools for reimbursement from the 1974 school budget. It was decided that Mr. Gibbs and Mr. Connolly be approached first.

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

Judith K. Stromdahl
Library Director

Robbins Library

Town of
Arlington, Massachusetts 02174

Telephone
Mission 3-0026

March 20, 1973

Mr. Donald R. Marquis
Town Manager
Town Hall
Arlington, Massachusetts

Dear Mr. Marquis:

The Library Board of Trustees continues to be very concerned with regard to the decision to install new copper gutters on the Robbins Library building. As you will recall, we recommended repair of the existing gutters by treating them with a product known as PRC Permapol or a comparable substance. This could be done at an estimated cost of $10,000 below the cost of new copper gutters. In view of the fact that the Library budget and the budget for all town activities is terribly tight this year, we wish to assure ourselves that this matter has been carefully investigated.

Mr. Wright has rejected our proposal and insisted that new copper gutters are the only acceptable solution. You supported him on reviewing our budget, as has the Finance Committee.

None of us on the Board claims to be a building expert, but we have been impressed by the information we have gathered regarding the use of PRC. First, Mr. Kennefick, an Arlington contractor, called our attention to this possibility and recommended its use. Second, we have investigated the use of this material by the Boston Public Library on their new addition. Mr. McNiff, Director of the Boston Public Library, and Mr. Doherty, who supervised that building project, report that a very careful scrutiny of alternative materials was made and they are both convinced that this was the most efficient and economical method. Mr. Guilderson of Richard Moore Company in Boston, the company which installed the roof on the Boston Public Library addition, states that this material can be applied to old surfaces (as well as new); gutters are cleaned, a primer applied, after which two coats of PRC are applied. This material has been on the market for five years and, we are told, was vigorously tested before being marketed. We are informed that it will be guaranteed for twenty years.

It may very well be that careful investigation will confirm the decision to install new copper gutters. We write at this late date to urge that you assure yourself and us that such a careful evaluation has been undertaken. We would appreciate hearing either from you or directly from Mr. Wright to satisfy us that an additional outlay of town funds of $10,000 is in fact a prudent and proper course of action.

We realize that you, Mr. Wright, and others involved are faced with hundreds of decisions of this sort, and we are reluctant to persist on this matter. Nonetheless, we feel that it is important enough to warrant the expenditure of

additional time to be sure as one can be that a proper decision has been reached.

Sincerely yours,

Maude D. Thompson, Chairman
Library Board of Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

May 8, 1973

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, May 8, 1973, in the Junior Library at 7:30 o'clock. Present were Mesdames Thompson and Hillier, Messrs. Homer and Capron, and the Library Director, Judith E. Stromdahl. Mrs. Thompson, Chairman, presided.

The minutes of the March meeting were approved as prepared and distributed. (No meeting was held in April.)

Correspondence

Correspondence consisted of a letter of resignation from Mrs. Margaret O'Brien who is retiring after 17 years of service at the Robbins Library; a letter from Mary Flynn, Director of the Bureau of Library Extension, notifying the Robbins Library that it had met the "requirements .... for participation in the grant program" and that a grant of $20,071.50 had been authorized; a letter from Norine Casey suggesting that the Friends pay one half of the bill for the dinner preceding the National Library Week program. (Note: the Trustees and the Director voted to pay for their own dinners.) A final letter came from Mrs. Samuel Gargill of Hillsdale Road expressing appreciation for the library and the joy it had furnished her through the years. Mrs. Thompson is to acknowledge this letter.

Correspondence from Mrs. O'Brien, M. Flynn, N. Casey & Mrs. Gargill

Reports

National Library Week

With the bills paid to date, including those for Galbraith ($1000), the Advocate, posters, custodian and police, the Friends' treasury showed a balance of $851.09. Additional expenses are estimated at $218 leaving a balance of $633.09. Not included in this amount is the profit from the sale of books which should add an additional $29 or $30 to the total.

Bills pd for NLW

Expenses paid to date by the Trustees include $377 for the caterer and $10.30 for flowers for the table.

Meeting with Mr. Gibbs

On Monday, April 30, Mrs. Hillier and the Director met with Mr. Gibbs in the latter's office at 9:30 a.m. Subjects discussed were the use of the Dallin Branch by the Park West Satellite group, possible use of Fox Branch for special group meetings by Junior High East, the School Library program, and a number of other items.

Meeting with Mr Gibbs re: use of branches

Dallin Branch

Once again it was brought to Mr. Gibbs attention that, in addition to providing space, there are a number of other problems involved in the use of the branch by the schools.

First of all, it was pointed out, the branch has no full time custodian. Before the School Department used the branch, the custodian arrived at the branch about 8 a.m., and used the morning to clean the building - now the custodian arrives at 5 a.m. and stays until 8:30 when the classes arrive. He is not there to clean up after the classes when they leave at noon. The librarians pick up the gum and paper wrappings, sweep if necessary - straighten chairs, lock the doors after the classes have left, etc., having their own lunch periods considerably shortened, as the branch opens to the public at 1 o'clock.

Problems at Dalli after classes leave

It was called to Mr. Gibbs attention that upon occasion when no branch librarian could be at the branch for one reason or another during the morning hours, the doors were left unlocked and wide open when the classes left the building, making it possible for anyone to enter an unattended building.

Doors left unlocked

It was also reported that the librarian, Mrs. Thompson, has been missing many small items from her desk and the work room, - scotch tape, book tape, pencils, pens, staplers, etc. are constantly disappearing, not to mention books, many of which have been taken without being charged. Occasionally some will be returned in the auto page.

Items missing

Mr. Gibbs acknowledged that when the program was initiated, space for meeting was the major concern. No thought of payment to the town was considered as the branch was a public building; no consideration was given to possible inconvenience, damage, and other problems which might result to staff and property. He agreed that the Boys' Club and the church, through the payment of rent, are generously reimbursed for loss and damage. He asked that a report be given to him itemizing loss at the close of the year.

Mr. Gibbs wishes report at close of year

Mr. Gibbs did not wish to be quoted and he did not want the information to be spread abroad, but he mentioned that there is some doubt about the Park West program being continued another year. If it is continued, it will be on a reduced basis in regard to the number of students.

Continuance of Park West program in doubt

Fox Branch

Mr. Gibbs expressed surprise that a request had been made for possible use of Fox Branch by groups of students from Junior High East next season.

He was advised of the trustees' concern that no additional facilities be used by the School Department without proper compensation to the library. It was also pointed out that there probably would be very little available time as the branch multi-purpose room has heavy usage.

Use of Fox Br.

Mr. Gibbs advised the library not to grant the permission. He felt it was not necessary.

School Library Program

The School Library program was discussed at some length. The need for full time librarians was again pointed out and the priorities spelled out by the School Committee were questioned. According to the priorities, no additional school librarians are to be added until 1976.

Need for School librarians

Mr. Gibbs agreed that the School Committee perhaps did not understand the important role that the school libraries play in the modern educational system and suggested that the School Library program be presented in some form to a meeting of the School Board in the fall.

He also mentioned that the priorities will be reassessed at the close of the school year or the beginning of the next year. Changes can be made.

It was brought to his attention that the agreed upon portion of Mrs. McQuaid's salary was not paid by the School Department in 1972. He was concerned and gave assurance that the transfer of funds from the school budget to the library budget would be made immediately.

Mrs. McQuqid's salary

According to Mrs. Hillier and the Director, it was a very worthwhile and satisfactory meeting.

In the Trustees' discussion which followed, it was voted that a letter should be sent to the School Committee stating that the Trustees would like to meet with it in the early fall to discuss the subject of the school libraries. In the meantime, a film showing the program and work of the school libraries is to be prepared for showing at the meeting to help in the reeducation of the School Board members.

Meeting with School Com.

It was suggested that the subcommittee of the Finance Committee assigned to the schools, as well as the Chairman of the Finance Committee, be invited to this meeting. The Director was also instructed to follow Mr. Gibbs' suggestion and submit a report to him itemizing losses experienced by the branch during the year.

Mrs. Hillier also recommended that the School Committee be requested to appoint an additional member to the liaison committee between the schools and the library.

Mrs. Spengler

At 8:20, at her request, Mrs. Margaret Spengler was admitted to the meeting. She expressed appreciation at having the opportunity to speak to the Trustees, and spoke of her concern at the action of the Town Meeting in voting down the substitute motion offered by the Facilities Committee for $25,000 for preliminary plans for an addition to the library.

Mrs. Spengler had some definite observations to make and offered some suggestions as to possible future procedure. Most important, Mrs. Spengler said, was for the Trustees to become visible and vocal and through a program of communication, reach the public. The Trustees should be quoted, explain the role of the central library, tell how it is trying to meet its needs, and let the people know what the limitations are because of the overcrowded conditions. She stressed that it be public information, not public relations.

Suggestions by Mrs. Spengler re Library Facilities Study Com.

Secondly, she suggested that there should be more cooperative planning with the Town Manager. Apparently, the Facilities Committee failed to alert him about their plans, and were remiss in not discussing the substitute motion with him.

Mrs. Spengler also recommended involving the Friends of the Library's help in an "In House" survey. "Get information from the people as to how much they use the library and why, and if not, why not, etc.," she said.

Although opening the school libraries during evening hours has proved unsuccessful in other communities, Mrs. Spengler suggested that the Trustees could request the School Department to open the school libraries in the evenings on an experimental basis.

School libraries open evenings

Finally, Mrs. Spengler expressed herself as strongly in favor of converting the Library Hall to library use. With space so urgently needed by the library, it is unrealistic to continue to make the hall available to community groups.

In conclusion, Mrs. Spengler recommended that the trustees urge the Facilities Committee to continue to function and proposed a joint meeting of that committee with the Trustees. It was pointed out that two new members should be appointed to replace Mrs. Spengler herself and Mr. Baldwin, who is moving out of town.

Library Hall for library use

After some further discussion, Mrs. Spengler again thanked the Board for their graciousness in allowing her to discuss this problem with them, and left the meeting at 10:15.

New members for Study Com.

Library Hall

After lengthy discussion of the pressing problem of increased space needs for the Technical Services, a subject considered many times during the past two or three years, the Trustees agreed that the time had come for definite action.

It was voted, therefore, that the Chairman and Mrs. Hillier should confer with the Town Manager in regard to converting the Junior Library Hall to Technical Services use. Town organizations should be notified through proper publicity, including stories in The Arlington Advocate.

Junior Library for T. Ser use

Salary of Library Director

In view of the salary increases voted certain department heads at the recent Town Meeting, it was voted that the Chairman and Mrs. Hillier discuss with the Town Manager the concern of the Trustees over the Library Director's salary.

Library Director's salary

The Arlington Advocate

It was voted to send a letter of appreciation to The Arlington Advocate for the outstanding support and publicity it has given the Robbins Library.

Appreciation for Advocate's publicity

Personnel

Mrs. Hillier presented two staff appointments already approved by the Town Manager for confirmation.

To replace Kenneth Hoffman, Mrs. Jean Haley of 215 D Holden Green, Cambridge, was appointed to the Reference Services Division staff. Mrs. Haley graduated from Tufts University in 1969. From June 1969 to June 1970, she served as Administrative Assistant, Information Resources, Inc. and from June 1971 - June 1972, was Tutorial Office Assistant, Economics Department, Harvard University. In June 1972, she entered Simmons College School of Library Science and received her MLS degree in May 1973. She was placed in grade LS 2, Min rate - $8048.

To fill the vacancy left by Mrs. Morash's retirement, William R. Morse of 14 Belknap Street, West Somerville was hired at the rate of $7102 (AG 4 - Step 3). Mr. Morse attended the University of California for 2 years and has worked in the catalog departments at the Berkeley and Santa Cruz Public Libraries for a number of years. He came highly recommended.

New staff appts. Mrs. Haley and W. Morse

Both appointments were confirmed by the Board.

Summer Hours

The Trustees voted to follow the same summer hours at the Main Library which have been in effect for many years, closing the library on Saturday from June 15 until after Labor Day. Dallin evening hours will remain the same, open on Monday and Friday evenings, while at Fox the library will close on Wednesday evenings, thus making its evening hours the same as those at the Dallin Branch - open Monday and Friday evenings.

Summer hrs.

Budget

The Trustees urged the Director to put through the approved budget item purchases as soon as possible and requested a report of progress at the June meeting.

Budget item purchases

Copier Machine

Approval was given the Director to purchase a table for the new Reader-Printer (purchased from copier receipts) as soon as possible and requested a report of progress at the June meeting.

Table for Reader-Printer

Trust Funds

Mr. Homer suggested changes in the bank books of eight funds. In general, this called for moving funds out of regular accounts at 5¼% into 90 day notice accounts and certificates of deposit at 5½ and 6% respectively - see attached schedule. The Trustees approved these changes.

Changes in bank books of 8 funds

New Business

Acting upon a request from Miss Norine Casey who asked for the use of the Library Hall for a school function, the Trustees regretfully felt they could not grant the request as it was from a private citizen for personal use.

Use of Library Hall denied

Friends of Library

The annual meeting of the Friends has been scheduled for Tuesday, May 22, at the Main Library with Mr. William Capron as the speaker. His subject will be "New Developments in Training for Public Service, the Kennedy School Program."

Meeting of F. of L

It was voted that a letter be sent to the Arlington Peace Action Committee advising them that literature may not be sold in the Fox Branch Library.

Nothing sold in Fox - letter to Peace Action Com.

The next meeting of the Board is scheduled for June 12.

The meeting adjourned at 11:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

Following are the transfers voted by Robbins Library trustees, May 8, 1973, in the totals of some of the investment funds, for the purpose of higher income: (Balances as of Dec. 31, 1972)

Fund	Book No.	Balance	Disposal
ARLINGTON FIVE CENTS SAVINGS BANK			
E. Nelson Blake Library Fund	52201	$2,376.96	$2000 to 90 Day Notice
Francis E. Thompson Fund	64753	$4,023.65	$3500 to 90 Day Notice
Henry Mott Library Fund	15101	$3,319.97	$3000 to 2 Yr. C. Ds.
Nathan Pratt Library Fund	40850	$1,974.57	$1500 to 2 Yr. C. Ds.
CAMBRIDGE SAVINGS BANK			
Louise Gruber Library Fund	41145	$1702.62	$1500 to 2 Yr. C. Ds.
CHARLESTOWN SAVINGS BANK			
Emma L. Sprague Library Fund	253395	$5,235.52	$5000 at 90-Day Notice
UNION WARREN SAVINGS BANK			
M. Helen Teele Library Fund	174638	$1000	$1000 to 2 Yr. C. Ds.
Francis E. Thompson Library Fd	173077	$2000	$2000 to 2 Yr. D. Ds.

Rate from 5¼% to 5½% on 90-Day Notice Accounts.

Rate from 5¼% to 6% on 2 Year Certificates of Deposit.

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

May 22, 1973

On Tuesday, May 22, 1973, the trustees met in special session in the Director's office at 7 p.m. Present were Mesdames Hillier and Thompson, Messrs. Capron and Homer, and the Library Director.

The Director had been notified that the Council on the Arts and Humanities of the Commonwealth of Massachusetts had accepted a proposal submitted by the library and had voted to grant the Robbins Library an amount of $3500 in matching funds, for a photodocumentary of the Town of Arlington. (See attached copy) Mr. Norman Hurst of Sumner Road, Cambridge, a free lance photographer, had agreed to work with the library on this project.

$3500 from Arts and Humanities for documentary (photo) for Arlington

After some discussion during which the Director briefly outlined the proposal, the trustees voted "assuming that the check on Mr. Hurst's references and capabilities is satisfactory, and assuming that there are sufficient trust funds to carry out the project, the trustees approve the expenditure up to $3500 and accept the terms of the grant."

Mr. Norman Hurst to do work

The Director was asked to invite Mr. Hurst to meet with Mrs. Hillier and Mr. Homer, and to secure references on him and report at the next trustees' meeting.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

THE COMMONWEALTH OF MASSACHUSETTS
COUNCIL ON THE ARTS AND HUMANITIES
14 BEACON STREET BOSTON 02108

VERNON R. ALDEN
CHAIRMAN
LOUISE G. TATE
EXECUTIVE DIRECTOR

TELEPHONE
(617) 727-3668

May 4, 1973

Ms. Judith E. Stromdahl
Robbins Library
700 Massachusetts Avenue
Arlington, Massachusetts 02174

Dear Ms. Stromdahl:

I am pleased to inform you that the Council on the Arts and Humanities has considered your application and has voted to assist the project described in an amount not to exceed $ 3,500.00 , to be matched on a dollar for dollar basis, pending receipt of the Council's appropriation for Fiscal Year 1974.

As you are aware, the Council must enter into a contract with your organization, so that we can reimburse those costs pertaining to your program which are incurred as a service to the Commonwealth. The only costs we can reimburse are those incurred after the opening date of the contract.

Please write to the Council by June 1, 1973, to confirm your acceptance of these funds.

The contract must subsequently be signed by both parties and approved by the office of the Attorney General. Until the contract has been approved and returned to you, please do not make any announcement of this financial assistance without first checking with the Council staff.

With all good wishes for the success of your project, I am,

Sincerely,

Vernon R. Alden
Chairman

VRA/mja

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

June 5, 1973

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, June 5, 1973, in the Junior Library at 7:30 o'clock. Present were Mesdames Hillier and Thompson, Messrs. Capron and Homer, and the Library Director, Judith E. Stromdahl. Mrs. Maude Thompson, Chairman, presided.

The secretary's report was accepted as prepared and distributed.

Correspondence consisted of a note from Mrs. Ella Buzzotta of the Arlington Art Association thanking the library for its cooperation with OPUS II, and a letter from the Arlington Housing Commission asking for suggestions for the new center being planned for the elderly of Arlington.

The Director was requested to answer this communication with the suggestion that a library unit be included in the plans and provision be made for a meeting place for community events. Such a facility is presently lacking in that area.

Letters received from Art Assn and Housing Com.

Reports

Norman Hurst

Mrs. Hillier reported that she had met with Norman Hurst who is to participate in the special grant project on Arlington which is to be funded on a matching basis by the Council on the Arts and Humanities, Commonwealth of Massachusetts.

The project proposes to capture in photographs, tape recordings and written records the Town of Arlington as it is today, and also show something of its continuity from yesterday, a past rich in history dating back to Colonial times.

Mrs. Hillier expressed herself as being favorably impressed; his credentials are excellent - Harvard graduate, travel experience in the United States and Europe, teaching photo offset lithography and related basic education skills in a manpower training center, free lance photographer, etc. etc.

Norman Hurst meeting with Mrs. Hillier re: project Town of Arlington

Voted: that $3500 be taken from the accumulated interest of the Francis Thompson fund to provide matching funds for the town centennial project.

Money to be taken from Thompson fund to match funds

Insurance

Insuring items in library

Mr. Homer, Mrs. Hillier and the Library Director met with Mr. Robert O'Reilly to discuss the policy of insuring special items owned by the library. Mr. Homer reported that Mr. O'Reilly felt it unwise to over-insure on such items as museum piece clocks, Dallin sculpture and other objects not easily marketable. Upon inquiry by Mr. Homer, Mr. O'Reilly stated that no advance estimates were possible; each item must be given its own evaluation. The present premium included insurance coverage for the 16 mm projector, the overhead projector and $500 worth of film. When the premium becomes due again, library policy can be reviewed and re-evaluated. Mr. O'Reilly also recommended a listing of the Print Collection for reevaluation.

Painting and Redecorating

Painting and redecorating

The Director reported that the Maintenance Department had painted the Junior Library, Young Adults' Department and Browsing Area and was planning to do the Music and Art Room, the upper back hallway and the office. As this included more area than had been planned in the budget, the Director advised the Board members that she had emphatically cautioned Mr. Quattrocchi not to exceed the appropriation voted at Town Meeting. She spoke highly of the workmen and of their fine cooperation in helping to keep the inconvenience to the staff at a minimum. The Director also reported that all equipment approved in the '73-'74 budget had been requisitioned.

Enclosure at Fox

Enclosure at Fox

According to the Library Director, the enclosure at the Fox Branch was put out to bid by the Properties and Resources Department with the understanding that there were sufficient funds to cover the cost. When the work was completed, however, the Library Director was informed that there was only $1600 available under the 68-57 account, $600 short of the amount needed for payment. Upon investigation, it was learned that the Finance Committee, prior to Town Meeting in March, had appropriated all but $1600 of the $5,637.54 remaining in the Fox Branch Renovation account. On June 6, 1973, following up a conversation he had with the Director about the possibility of approaching the Finance Committee for the $600, Mr. O'Leary sent word through Miss Ethel Hamilton of the Public Works Department that "under no circumstances should you ask the Finance Committee for money for the Fox enclosure. Mr. Marquis says it must be paid from Trust Funds."

It was the decision of the Trustees, however, that Trust Fund monies are not to be used for such expenditures. The matter was left to the Library Director to discuss with the Town Manager.

Library Hall

Use of Junior Library Hall for Tech.Ser.

Mrs. Thompson reported that she and Janemarie Hillier had met with the Town Manager on Friday morning, May 25, to discuss the possibility of withdrawing the Junior Library Hall from public use and using the space for the Technical Services Department. Although sympathetic to the library, Mr. Marquis felt this is not the "right time" to make the change as Arlington citizens who use the hall might think the library was acting out of pique because the Town Meeting voted against the article presented by the Facilities Committee for $25,000 for preliminary plans for an addition.

Study to be made

However, the Town Manager did suggest that the library make a study of suitable meeting places and alternatives for the groups and clubs which would be displaced and present him the findings for his consideration.

Old Business

Dallin Branch

Since it is understood that the Dallin Branch will not be used next year for the Park West program, the Library Director was requested to ascertain the extent of damages to the library building as a result of such use and to notify the School Department accordingly.

Damages at Dallin by Park West

New Business

Capital Budget

The Town Manager's office has requested estimates of the library's capital project plans. Mr. Capron was asked by the Chairman to assist the Director in working out such budget proposals for approval by the Trustees.

Capital project plans

Facilities Committee

Mrs. Thompson reported that Harry Baldwin, the member of the Library Facilities Committee appointed by the Library Trustees, had moved to Winchester and should be replaced. After some discussion, it was voted to request Norris Hoyt to serve in Mr. Baldwin's place. Mr. Capron agreed to approach Mr. Hoyt on the matter. The appointment of the Trustee representative to the Facilities Committee was tabled.

Facilities Com. replacement

The date of the next meeting was set for Wednesday, July 18, at 7:30 in the Junior Library.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

July 18, 1973

The Board of Library Trustees met for its regular monthly meeting on Wednesday evening, July 18, 1973, at 7:30 in the Junior Library. Present were Mesdames Hillier and Thompson, Messrs. Capron, Doyle and Homer, and the Library Director, Judith E. Stromdahl. Mrs. Thompson, Chairman, presided. Speaking for the Trustees, John Doyle was warmly welcomed back after an absence of many months due to illness.

The secretary's report was accepted with the addition of two items concerning the listing of the Print Collection and the tabling of the appointment of a trustee to the Facilities Committee.

Correspondence

A letter from Anne Becker of the Junior Library staff contained her resignation effective the last of August, and Harry Baldwin, in a letter to Mrs. Thompson, expressed his regret at having to resign from the Library Facilities Committee due to his moving out of Arlington to Winchester.

Resignations of A. Becker & Harry Baldwin

Reports

Library Facilities Committee

Mr. Capron reported that he had not reached Norris Hoyt in regard to serving on the Facilities Committee, but would try to contact him before the next meeting.

Mr. Capron to contact Mr. Hoyt

Japanese Reception

Mrs. Hillier gave a report of the visit to the Robbins Library of the group of Japanese visitors who attended the reception with their host families on Friday evening, July 6, 1973. She commented on the enthusiasm of the leader, Mr. Masatsuga Sasaki, who was particularly interested in libraries.

Report on Japanese visitors

Trust Funds

Mr. Homer read a communication he had received from Mr. Bilafer, the Town Treasurer, and acting on Mr. Bilafer's suggestion the Trustees voted to have the Treasurer's office withdraw the trust fund deposits from out-of-town banks and redeposit them in the Arlington Five Cents Savings Bank. This is in the interest of efficiency and speed of handling both by the Trustees and the Town Treasurer's office.

Trust Fund deposits withdrawn

Specifically these involve

Cambridge Savings Bank
Account #SN 1145
Louise Gruber Library Fund

Cambridge Savings Bank
Account #78755
Library Art Fund

Trust funds listed

Home Owners Federal Savings & Loan Assn.
Account #60198
Children's Book Fund

Charleston Savings Bank
Account #253395
Emma L. Sprague Library Fund

Union Savings Bank of Boston
Account #173077
Thompson Library Fund

Account #174638
M. Helen Teele Library Fund

Although these withdrawals are total, only part as previously voted would be allocated to 90 day notice accounts and/or certificates of deposit.

Dallin Collection

The Director reported that a Mr. Rell Francis of Springville, Utah, working under a grant and with the purpose of publishing a book on the works of Cyrus E. Dallin, is presently spending a number of weeks in Arlington checking the library file on Dallin. This is the most inclusive collection on Dallin and his works in existence.

Mr. R. Francis working on Dallin file

Concert

The Director also mentioned the plans which are being made for an outdoor concert to be held on the library grounds on Monday, August 13, at 8 o'clock. Mr. James Forte, Arlington composer, is cooperating with Mrs. Margaret Shea, Music Librarian, in making the arrangements.

Concert 8/13

Mr. Hurst

Shortly after eight, Norman Hurst, the photographer who, under a grant from the Council on the Arts and Humanities, is to work with the library on a project to capture in photography, tape recordings and written records the Town of Arlington as it is today, joined the Trustees for an informal discussion of the project. He presented an introductory outline of areas to be covered, and requested suggestions and recommendations when the work gets underway in September.

Mr. Hurst at meeting

Library Hall

The Library Director presented the Trustees with a list of the meetings of the organizations scheduled for the Library Hall as already requested for the coming season (schedule attached). The evidence as presented showed that alternative space is available for most of these groups. After some discussion it was voted that a letter be sent to the Town Manager asking for his approval in transferring

List of organizations scheduled

the use of the Library Hall from public to library use as requested by the Board of Library Trustees. The Trustees feel strongly that this action should be taken as requirement for space is urgent and the information presented indicates that almost all the groups can be accommodated at the Fox Branch in the same time slots and alternate dates can be offered to the few which cannot be fitted in.

Resignation

Mrs. Janemarie Hillier, Chairman of the Personnel Committee, reported a second resignation which had been tendered verbally by Mrs. Sharon Monat, Children's Librarian at Dallin, whose husband is being transferred to the Washington, D. C. area.

Resignation of S. Monat

Office Redecoration

Upon motion of Mrs. Hillier, it was voted to purchase new drapes and carpet for the Director's office from trust fund monies. The old carpet, removed when the office was recently repainted, was too worn and shabby to have cleaned. The drapes are over 20 years old.

New drapes & rug for Director's office

Election of Officers

Mrs. Thompson, having completed two years as Chairman of the Board, declined renomination although urged by the Board members to serve another term. As the incoming Chairman for the 1973-74 season, Mrs. Janemarie Hillier was unanimously elected.

Mrs. Hillier elected Chairman of Board

Mrs. Thompson's years of service were acknowledged with warmth, admiration and thanks by the other Board members.

Next Meeting

It was voted to omit the August meeting. The next meeting was scheduled for Tuesday, September 11.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

LIBRARY HALL BOOKINGS

1973-74 Season

The following is a listing of the clubs and organizations which have booked the Library Hall on a regular basis for the next season. In almost all cases, the Fox Branch can accommodate in the same time slot.

Library programs have not been listed.

Concerts can be transferred to Music and Art Room or to the Fox Branch

Story hours will be transferred to Junior Library

Puppet Club and other Junior Library activities will use pullmann kitchen

Staff meetings will be held in Young Adults' Department

Mondays		No seasonal bookings requested. In the past have booked "one shot" affairs. Some Monday evenings available at Fox.
Tuesdays		Great Books meet alternate Tuesdays from October through May - 7 - 9 p.m. Can be moved to present Historical Room
	1st	Arlington Woman's Club Executive Board - October through June 9:30 a.m. - 12 noon OPEN AT FOX
	2nd	DAR - November, February and March - 12 - 2:30 p.m. OPEN AT FOX
Wednesdays	1st	Arlington Garden Club - September through May 9:30 - 12 noon OPEN AT FOX
	1st	Arlington Catholic Women's Club - September, November, December 7:30 - 9 p.m. NOT OPEN AT FOX This group has already booked Fox from January through June.
	2nd	Arlington Garden Club 1 - 5 p.m. September through May OPEN AT FOX
	3rd	Florence Crittenton League - January and March 12 - 4 p.m. OPEN AT FOX
	3rd	Veterans of WWI - Barracks - Auxiliary September, October, November February through June 1 - 4 p.m. OPEN AT FOX (except for March)

LIBRARY HALL BOOKINGS (cont.)

Thursdays	1st	* Tom Dooley Youth League - September through June 7:30 - 9 p.m. OPEN AT FOX except for September
	2nd	Arlington Woman's Club - January and February 11 - 4 p.m. April 9:30 - 4 p.m. OPEN AT FOX
	2nd	* Arlington Art Association - September through June 7 - 9 p.m. OPEN AT FOX (except for October and November)
	2nd	Arlington Garden Club Study Group - February, April and November 9:30 - 1:30 p.m. NOT AVAILABLE AT FOX Could possibly be given the Historical Room at Main if group is not too large
	3rd	Arlington Democratic Town Committee - September 8 - 10 p.m.
	4th	" " " " September - June 8 - 10 p.m.
	5th	" " " " November 8 - 10 p.m. OPEN AT FOX
Fridays	1st) 3rd) 5th)	Friday Flicks 7:30 - 8:30 p.m. OPEN AT FOX
	4th	Knights of Italy - September - June 7:30 - 9 p.m. NOT OPEN AT FOX Could be given 3rd Thursday at Fox except for September
Saturdays	4th	National Association of Retired Federal Employees 1:30 - 4:30 p.m. OPEN AT FOX

* Have not yet booked for the next season, but have met on a regular basis for the past number of years.

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

October 10
~~September 25~~, 1973

October 10

Wednesday

The Board of Library Trustees met for its monthly meeting on ~~Tuesday~~ evening, ~~September 25~~, 1973, at 7:30 o'clock in the Junior Library. Present were Mesdames Hillier and Thompson, Messrs. Capron, Doyle and Homer, and the Library Director, Judith E. Stromdahl.

Mrs. Janemarie Hillier, newly elected chairman, presided.

The secretary's report was accepted as prepared and distributed through the mail.

Correspondence consisted of the following:

1. An invitation to an open house at the Concord Free Public Library scheduled for Sunday, September 30.

Open House at Concord Library

2. A letter from John Herzon, associate member, Arlington Historical Commission, suggesting the preservation of the original library furniture which was probably the work of A. H. Davenport.

Preservation of library furniture

3. Notice of the achievement awards to be made by the Arlington Chamber of Commerce.

4. Receipt of the contract from the Arts and Humanities for the grant for the Arlington Town Life Project.

Contract from Arts & Humanities

5. Notice from the Town Manager regarding the warrant for the special Town Meeting.

Warrant for special Tn. Meeting

6. Contract for grant from Massachusetts Arts and Humanities Council.

Reports

Book Fair

Mrs. Hillier gave a brief report on the Book Fair held by the Friends of the Library in conjunction with the Arlington Art Association's Outdoor Show on Saturday, September 22. According to Mrs. Hillier the Friends were enthusiastic workers and their efforts netted in the vicinity of $123.

Book Fair of Friends

Facilities Committee

Mrs. Thompson reported that Mrs. Carlisle had called a meeting of the Library

Facilities Committee for Tuesday, September 18, which, for various reasons, was poorly attended. She therefore is planning another meeting to be held in November.

Mr. Capron, who had been requested by the Trustees to ask Mr. Hoyt to serve on this committee replacing Mr. Baldwin who has moved away from Arlington, reported that he had succeeded in contacting Norris Hoyt. After some careful consideration, however, Mr. Hoyt decided that he could be more useful to the Trustees as a free agent as he could then talk more freely about the needs of the library to town officials as well as to ordinary citizens.

Mr. Hoyt not to serve on Facilities Com.

Further usefulness of the committee was discussed and the consensus was that it had accomplished its mission, given its report to the Town Meeting, and should be discharged. Mrs. Thompson was requested to so inform Mrs. Carlisle.

Facilities Com. discharged

Some time was spent in discussing the next step to be taken in the renovation program. Prospects for an addition seem rather dim at the present time, but several suggestions were made which will be discussed and evaluated at a later date.

Personnel

Mrs. Hillier reported that during the Director's vacation she and Mrs. McQuaid had interviewed a number of applicants for the children's librarian's position open at the Dallin Branch, but was not completely "sold" on any of them. Recommended for the job was a Mrs. Kathleen Dugan who was interviewed by Mrs. Hillier and the Director just previous to the Board meeting. Mrs. Dugan received a Bachelor of Education with college honors from the University of Toledo in 1969, and a master's in Library Science from Case Western Reserve University in 1973. Her experience includes a year of teaching in Oregon, Ohio, a year as children's librarian in the Toledo-Lucas County Public Library, Toledo, Ohio, and 2 years at the Lakewood Public Library as a children's librarian.

Mrs. Dugan apptd children's librarian at Dallin

Voted: If recommendations are satisfactory, Mrs. Dugan is to be hired as children's librarian at the Dallin Branch.

Budget

The budget as prepared by the Director was then discussed and recommendations for changes in presentation made. The chairman requested Mr. Capron to meet with the Director and effect the recommended changes for a "follow up" budget meeting scheduled for October 2.

Budget plans

Music Programs

Shortly after nine o'clock, Mrs. Peggy Shea, Music Librarian, and Mr. James Forte entered the meeting. Mr. Forte had agreed to help the Music Department with its 1973-74 music series. Mr. Forte felt certain that top notch artists could be secured who would donate their services; indeed, he had already contacted a number of performers of the Boston Symphony Orchestra who had expressed an interest in the programs and had consented to participate.

Performers for music concerts

Mrs. Shea and Mr. Forte, however, suggested that special stationery and publicity would be helpful and showed samples of what might be used. They also suggested some minor changes in the lighting in the Junior Library Hall. After some further discussion, it was

Voted: That the cost of stationery, publicity and physical changes as are

Special stationery for concerts also publicity

feasible should be financed from Trust or Copier Funds.

The next meeting was scheduled for November 13, 1973 at 7:30 p.m.

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

November 13, 1973

The Board of Library Trustees met in the Junior Library on November 13, 1973 for its regular monthly meeting. Present were Mesdames Hillier and Thompson, Messrs. Capron, Doyle and Homer, and the Library Director, Judith E. Stromdahl. Mrs. Hillier, Chairman, presided.

The Secretary's report was accepted as prepared and distributed.

Correspondence

Letter from the Friends of Menotomy requesting permission to use the Library Hall. So voted.

Several communications from the Town Clerk's office listing recent Acts of 1973.

Letters received from Friends of Menotomy and Tn. Clerk's office

Reports

Budgets

The completed budgets, as approved by the Town Manager, were distributed. At the request of Mr. Capron, and approved by the other board members, the explanatory notes for the Expense Table, which had been omitted, are to be added to copies for the Finance Committee.

Budget distributed

Talking Books

The Director reported that a small collection of talking books and a talking book machine have been secured on loan from the Perkins Institute for the Blind for use of handicapped and blind borrowers. This material is to be housed in the Music and Art Department.

Talking books & talking machine on loan

Long Range Plans

At 8:15, the Board welcomed Elizabeth Hodges, Assistant Librarian, who had been invited by the Chairman to attend the meeting. Mrs. Hillier briefed the Board members, telling them that Miss Hodges had been working on a Massachusetts Library Association Public Relations Committee with Mr. Edward L. Bernays, the noted Public Relations authority, as a consultant. She had mentioned to him that the Robbins Library was in need of an addition. Hearing this, Mr. Bernays had ticked off procedures which might be followed for the purpose of securing additional facilities

E.J.H. working with Mr. Bernays on M.L.A Public Relation Com.

for the library, ideas which Mrs. Hillier felt the Trustees would appreciate hearing.

Miss Hodges then proceeded to outline Mr. Bernay's suggestions. A discussion followed in which the Trustees decided they would like to meet with Mr. Bernays, and requested Miss Hodges to find out if he would consider meeting with them either at the library or if he preferred, at his own home.

Finance Committee

As there have been many changes on the Finance Committee, it was voted to invite the members, many of whom are probably not familiar with the library, to meet at the library on Saturday morning, December 1, for a tour and a behind-the-scenes look at the main building to be followed by a coffee hour in the Junior Library Hall.

It was also voted to invite the Board of Selectmen to the next Trustees' meeting on December 11 for a tour and a general discussion of the library program, Mrs. Hillier to send the letters of invitation.

Letter to Finance Com to meet at library Dec. 1 and Selectmen to meet on Dec. 11

Revenue Sharing

The Director raised the feasibility of requesting use of State Aid money for preliminary plans for an addition, now that the Revenue Sharing Funds are being applied to the library budget. Mrs. Hillier appointed a subcommittee, consisting of Messrs. Capron and Doyle to explore the use of Federal and State Funds as well as to investigate the possibility of having the library retain the fine money for library use. Mr. Capron suggested some week-day after Thanksgiving for a meeting of this committee. The committee is to report at the January Trustees' meeting.

Committee apptd re: use of Stat Aid money

Energy Crisis

The Director reported that the Town Manager had approved the conversion of the Junior Library Hall to the use of the Technical Services Department as had been requested by the Trustees some months ago. Mr. Marquis felt the energy crisis, plus the need for additional space for library purposes, warranted the move, effective January 1, 1974. As the Fox Branch is heated by gas and as all organizations can be fitted into the Fox Branch Hall, Mr. Marquis felt that this was the auspicious time to make the change. Letters are to be sent to all groups, notifying them of the change, letters to be sent under the signature of the Chairman.

Junior Library Hall to be used to house Tech. Services

Holiday Closing

Voted: to close the library on Monday, December 24, and Monday, December 31.

Voted to close library Dec. 24 and 31

Christmas Party

The Trustees voted to invite the staff members to a Christmas Dinner to be held in the Library Hall on December 8 at 6:30 p.m. Mesdames Hillier and Thompson were appointed a committee of two to make all arrangements.

Staff invited to Christmas dinner by Trustees

Norman Hurst

Norman Hurst entered the meeting shortly after nine o'clock to talk about recording equipment. A discussion of the various machines and types of tapes, their use and storage, followed.

Norman Hurst attended meeting

It was finally decided the Library Director should visit the Kennedy Library in Waltham to see how their program is carried on and what type of tapes and machines are used there.

Library Director to visit Kennedy Library

Concert Series

The Director forwarded a request from Mrs. Shea seeking permission to hire Dave Hart, a student at the Boston Conservatory of Music, where he has had a great deal of experience taping concerts, to tape the library concerts. As Dave MacNeill of WCRB has expressed an interest in rebroadcasting the library concerts, Mrs. Shea would like to have the taping done as expertly as possible to meet the station's high standards. Mr. Hart's fee will be $15 per concert if he is retained for the series. His usual charge varies from $35 - $100.

Request from P. Shea to hire Dave Hart to tape concerts

After some discussion, it was voted to use Mr. Hart on a one concert basis rather than for the entire series.

The next meeting is scheduled for December 11, 1973.

The meeting adjourned at 11:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

December 11, 1973

The Board of Library Trustees met for its regular monthly meeting at 7:30 on Tuesday evening, December 11, 1973, in the Junior Library. Present were Mesdames Hillier and Thompson, Messrs. Capron, Doyle (until 8:15) and Homer, and the Director, Judith E. Stromdahl.

Selectmen present at meeting

In response to the invitation extended to the Selectmen to attend this meeting, Messrs. McCabe, Rugg and Saul and the Executive Secretary, Frederick Pitcher, accepted and were present. They were conducted on a tour of the building for a "behind the scenes" view of the library after which a brief coffee hour discussion of the library program was held.

Mrs. Yood at meeting re: Circulating art collection

After the Selectmen had left at 9:20, Mrs. Molly Yood entered the meeting, also in response to an invitation from the Trustees, to discuss the Circulating Art Collection housed at the Fox Branch. In her report, Mrs. Yood mentioned that all the pictures had circulated, but stated that 6 or 7 of them had circulated very few times and suggested that these might be sold at a Friends' meeting and other pictures purchased with the money.

Voted: that the sale of a small number of pictures, selected at the discretion of Mrs. Yood, be authorized.

Arrangement of pictures discussed

Mrs. Yood spoke of the difficulty in keeping the gallery attractively arranged and of the constant shifting of pictures which is necessary as pictures are borrowed and returned. She suggested looking into the possibility of covering the walls with a background material similar to that used in museums.

Voted: that the Library Director should research this possibility and obtain costs.

Some pictures to hang at Main

In order to better publicize the collection, it was decided to select a number of the pictures for hanging in the Art Gallery at the Main Library and to exhibit one picture with information about the collection on an easel in the rotunda.

Suggestions for further publicity included news stories for the Advocate, and a possible series of talks by the Art Curator.

The present rules for the circulation of the pictures were discussed, including the number to be borrowed at one time and the length of the borrowing period.

Rules re: pictures to be reviewed

Voted: to review the rules at a later date to determine if borrowing policy should be changed. Before Mrs. Yood left at 10 o'clock, Mrs. Hillier expressed the Board's appreciation for her interest and efforts on behalf of the Circulating Picture Collection.

At ten o'clock, Mr. John Bilafer, Town Treasurer, entered the meeting, also at the invitation of the Trustees. He presented confirmation of the change in securities to higher income that the Trustees voted in May 1972. A meeting of Mrs. Hillier and Mr. Homer to check the securities on deposit in the Harvard Trust Company was scheduled with Mr. Bilafer and Mr. Foritano for January 3, 1974 for the annual survey prior to the formal printing of the Treasurer's report.

Mr. Bil-
at
meeting
re:
securities

Mr. Bilafer left the meeting at eleven o'clock, whereupon the Trustees proceeded with the usual business. The Secretary's report was accepted as prepared and distributed. Relative to items in the report, it was suggested that news stories be prepared for the Advocate. Reasons for the transfer of the clubs to Fox Branch and description of the Talking Books service now available at the library were mentioned as two good publicity stories.

stories
discussed
for Advocate

Correspondence

Correspondence consisted of the following:

> A letter from the Gold Star Mothers saying that "we will be very happy to continue (to meet) wherever it is convenient for the library to have us."
>
> A letter from the Town Manager advising the Board of the reappointment of Maude D. Thompson to the Board of Library Trustees for a three year term, expiring on August 17, 1976.
>
> A memo to all departments from the Town Manager advising that articles for the 1974 Town Warrant must be submitted to the manager's office by January 1, 1974.
>
> Several communications from the Town Clerk's office directing attention to Acts of 1973.

Letters
from Gold
Star
Mothers,
Town Mgr.
and Town
Clerk's
office

Music Programs

The question of postage for the Music programs' mailing was discussed. It was suggested that the Director look into bulk mailing rates and regulations. For the next concert, if needed, an amount up to $40 to be expended for publicity postage, said sum to be taken from trust funds, was voted.

Postage
for Music
programs

Edward Bernays

Mrs. Hillier reported that Miss Hodges had contacted Mr. Bernays who indicated that he would be glad to meet with the Trustees at his home.

Meeting
with
Mr.
Bernays

Voted: that a committee consisting of the Chairman and the Director be appointed to meet with the Bernays.

The next meeting was scheduled for Tuesday, January 8, 1974.

The meeting adjourned at 11:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

January 8, 1974

The Trustees met for their regular monthly meeting on Tuesday evening, January 8, 1974, at 7:30 o'clock in the Junior Library.

Present were Mesdames Hillier and Thompson, Messrs. Capron, Doyle and Homer, and the Library Director, Judith E. Stromdahl. The chairman, Janemarie Hillier, presided.

Mr. Capron remained for a brief period only. He expressed his regrets at having to leave the Board and spoke of his pleasure at serving even for a short term. Having been urged to become a member of the Finance Committee, he expressed the belief that in that capacity he could not only serve the town as a whole, but could also continue to be of help to the library in a broader sense. The trustees expressed their regret at losing Mr. Capron from the Board, and thanked him for his devoted interest and help. Before leaving the meeting, Mr. Capron agreed to submit a program planning budget outline which might be helpful to the Board, and also a budget study of library finances.

Mr. Capron resigns

Secretary's Report

The secretary's report was accepted as prepared and distributed.

Correspondence

Copies of the correspondence between the Town Manager and Mr. Capron regarding his appointment to the Finance Committee.

Letter to the trustees expressing his regret at having to sever his connection with the Board and his pleasure at having had the opportunity to work with it.

Letter from the Board of Selectmen in regard to the deadline of January 21, 1974 for articles for the Warrant.

Communication from the Town Clerk's office relative to recent Acts of 1973.

Correspondence from Mr. Capron to Tn Mg. Bd. of Selectmen and Tn Clerk

Reports

Trust Funds

Mr. Homer reported that he, together with Mrs. Hillier, had met Arlington Town Treasurer John J. Bilafer and Town Accountant Carmen Foritano on January 3, 1974 at Harvard Trust Company for the annual check of the library's investment certificates in the safe deposit box 1002. According to Mr. Homer, the audit was satisfactory.

Meeting re Trust Funds

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

January 8, 1974

The Trustees met for their regular monthly meeting on Tuesday evening, January 8, 1974, at 7:30 o'clock in the Robbins Library.

Present were Mesdames Hilliker and Thompson, Messrs. Carson, Doyle and Homer, and the Library Director, [illegible]. The chairman, [illegible] Hilliker, presided.

Mr. Carson remained for a brief period only. He expressed his regrets at having to leave the Board and spoke of his pleasure at serving even for a short term. Having been appointed a member of the Finance Committee, he expressed the belief that in such capacity he could not only serve the town as a whole, but could also continue to be of help to the library in a broader sense. The trustees expressed their regret at losing Mr. Carson from the Board, and thanked him for his devoted interest and help. Before leaving the meeting, Mr. Carson agreed to submit a program planning budget outline which might be helpful to the Board, and also a budget study of library finances.

Secretary's Report

The secretary's report was accepted as prepared and distributed.

Correspondence

Copies of the correspondence between the Town Manager and Mr. Carson regarding his appointment to the Finance Committee.

Letter to the trustees expressing his regret at having to sever his connection with the Board and his pleasure at having had the opportunity to work with it.

Letter from the [illegible] Selectmen in regard to the deadline of January 21, 1974 for articles for the warrant.

Communication from the Town Clerk's Office relative to [illegible] Acts of 1973.

Reports

Trust Funds

Mr. Homer reported that he, together with Mrs. Hilliker, and [illegible] Town Treasurer John J. Bilafer and Town Accountant [illegible] on January 7, 1974 at Harvard Trust Company for the annual check of the library's investment certificates in the safe deposit box 1011. According to Mr. Homer, the audit was satisfactory.

Historical Commission

The Director reported that Mr. Grady of the Unitarian-Universalist Church and a member of the Historical Commission, had been delegated to ask the library to serve on a committee to produce a series of lectures on the various phases of Arlington from 1907 to date -- the papers to be presented during the Tercentenary -- to which the Director agreed.

Library to serve on Committee

Concerts

The Director gave a brief report on the favorable comments which have been received by the Music and Art Department on its current Robbins Library Concert Series from such sources as the manager of the Brandeis Orchestra, Director of the Longy School of Music, program note written for the Boston Symphony Orchestra, etc. etc.

Concert series

Old Business

Meeting with Edward Bernays

Mrs. Hillier is to contact Mr. Bernays in the near future for an appointment to meet with him and discuss public relation procedures for a plan of action for an addition to the main library building. The trustees agreed that much spade work has already been done.

Meeting with Mr. Bernay

New Business

A stopgap possibility

As a temporary step to partially relieve the overcrowded condition at the Main Library, the possibility of a Demountable or Portable building was discussed. This could be used to free work areas in the main building for additional service areas for the public.

Portable bldg. discussed

Information received from Mr. Connolly of the School Department revealed that the Demountables used by that department were purchased from Speedspace Corporation, P. O. Box 109, Tamaqua, Pennsylvania 18252 at an approximate cost of $20,000 over a three year leasing period several years ago.

Mr. Connolly also secured information from the Reading public schools that they had in 1973 purchased a double and a single unit from National Homes, Lafayette, Indiana at a cost of $79,763. According to his information, a single unit could be bought for approximately $25,000 over a five year leasing period.

Info. received from Mr. Connolly re: bldg

The trustees discussed revenue sharing, state aid money, and fine receipts as possible sources of funding. It was decided to investigate the possibility of being allowed to use state aid money for the purchase of a one unit Demountable. The Town Manager and the Finance Committee are to be approached by the Library Director and the Board.

Sources for funding discussed

Preliminary plans

The need for securing preliminary plans for an addition was emphasized, and a discussion of ways and means followed. It was suggested that graduate students of the Harvard or MIT Schools of Architecture and Design might be interested in undertaking such a project. Voted: "to explore university sources for receiving the desired preliminary plans." Mr. Capron agreed to contact the Dean of the Harvard Graduate School of Design regarding such a possibility.

Preliminary plans for addition discussed

Historical Committee

The Director reported that Mr. Crow of the Unitarian-Universalist Church and a member of the Historical Commission, has been delegated to ask the Library to serve on a committee to produce a survey of lectures on the various phases of Arlington from 1867 to date -- the survey to be presented during the Bicentennial -- to which the Director agreed.

Concerts

The Director gave a brief report on the favorable comments which have been received by the Music and Art Department on the current Sunday afternoon concerts series from such sources as the manager of the Symphony Orchestra, Director of the Longy School of Music, program note writers for the Boston Symphony Orchestra, etc., etc.

Old Business

Meeting with Friends Group

Mrs. Hilliard is to contact Mr. [illegible] in the near future for an appointment to meet with him and discuss public relations procedures for a plan of action for an addition to the main library building. The Trustees agreed that much work has already been done.

New Business

A Bookmobile Possibility

As a temporary measure to partially relieve the overcrowding conditions at the Main Library, the possibility of a Bookmobile or Portable building was discussed. This could be used to free work space in the main building for additional service areas for the public.

Information obtained from Mr. Connolly of the School Department revealed that the Department is about to rent a trailer obtained from Scholastic Corporation, P. O. Box 224, Lebanon, Pennsylvania 17042 at an approximate cost of $75,000 over a three year leasing period with all taxes etc.

Mr. Connolly also secured information from the Lafayette public schools that they had in 1973 purchased a double and a single unit from National Homes, Lafayette, Indiana at a cost of $43,700. According to his information, a single unit could be bought for approximately $15,000 on a five year leasing option.

The trustees discussed possible sources, state aid money, and also reserve as possible sources of funding. It was decided to investigate the possibility of being allowed to use state aid money for the purchase of a one unit demountable. The Town Manager and the Finance Committee are to be contacted by the Library Director and the Board.

Preliminary Plans

The need for securing preliminary plans for an addition was discussed, and a discussion of ways and means followed. It was suggested that graduate students of the Harvard or MIT Schools of Architecture and Design might be interested in undertaking such a project. (Later: "To explore alternative sources for receiving the desired preliminary plans," Mrs. Carson agreed to contact the Dean of the Harvard Graduate School of Design regarding such a possibility.)

Questionnaires

Copies of questionnaires used by the Belmont and Winchester Libraries to evaluate their services and to help in long range planning were distributed. These are to be studied by the Robbins Library and discussed at the next meeting when a questionnaire for the Robbins Library is to be drawn up.

Questionnaires evaluated

The date of the next meeting was set for Tuesday, February 12, at 7:30 p.m.

The meeting adjourned at 10 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

February 12, 1974

The Board of Library Trustees met for its regular meeting on Tuesday evening, February 12, at 7:30 in the Junior Library. Present were Mesdames Hillier and Thompson, Mr. Homer and the Library Director, Judith E. Stromdahl. Mrs. Hillier, Chairman, presided.

Art Association

At 7:45 Mr. Phillip MacFarlane of the Art Association entered the meeting. Representing the Arlington Art Association, he described the effort being made by the Association to raise money for a scholarship fund to enable the association to offer grants of $100 each to two high school students. To raise this money, the association has placed five pictures on chances. On behalf of the association, Mr. MacFarlane asked if it might be allowed to place one or two of the paintings on easels at the library for a period of two weeks.

Art Assoc. efforts to raise money

Voted: that the Arlington Art Association be permitted to place one or two paintings on easels at the library for a period of two weeks with the provision that no mention is made of price; telephone numbers to contact may be included.

Paintings to be put on display

Buildings and Grounds

At 8:10, Mr. Frank P. Wright, Director of Properties and Natural Resources, who had been invited to attend the meeting by the trustees, was admitted to the meeting. A number of problems of concern to the trustees were discussed and information furnished by Mr. Wright included the following:

Mr. Wright attends meeting

1. A motion alarm system for the main library has been contracted for at a bid of $1650. According to Mr. Wright, additions to the contract can be made to cover the Technical Services and main entrances if such additions will not exceed the budgeted figure of $2800.

   Motion alarm system

2. A fire alarm system (heat and smoke detection) is to be installed at the main library for the sum of $10,883, this amount to be taken from a special fund budgeted for this purpose.

   Fire alarm system

3. According to Mr. Wright, the Atlantic Roofing Company examined the gutters of the main library, at his request, and reported that the gutters did not need replacement. Some repairs and skylight work have been contracted for by the Atlantic Roofing Company for the sum of $2,234. This should take care of some of the discoloration at the front of the building.

   Replacement of gutters unnecessary

4. In regard to the oil burner at the Dallin Branch, Mr. Wright advised the Director to contact Clene Heat when there is trouble with the heat. If an emergency arises and Clene Heat cannot take care of it, Dudley Fuel Company is to be contacted.

Clene Heat to be contacted if trouble

5. Mr. Wright was definite in his opinion that the antiquated plumbing in the public rest rooms should be replaced. He reported that the cost of $4,600, which is also included in his budget, has been approved by the subcommittee who reviewed his budget.

Replacement of plumbing in rest rooms

6. A requisition should be sent to Mr. Quattrocchi to have the fire door at the Dallin Branch properly fitted and rehung.

Fire door at Dallin fitted

A note should also be sent to Mr. Quattrocchi reporting the cracks at the Fox Branch.

Cracks at Fox

Mrs. Hillier thanked Mr. Wright for his cooperation and, at his request, agreed, in the future, to try to give his department more time in furnishing figures for library budget requests.

Oral History

At nine o'clock, John Crowley was admitted to the meeting. He gave a brief resume of the volunteer work he has been doing for the library interviewing some of the older citizens of Arlington and taping their recollections, which include information on a wide variety of subjects such as the days of the peddlers, farms, schools, hospitals, blacksmith shops, ice houses etc.

John Crowley at meeting

Letters have been sent to all contributors and, according to Mr. Crowley, have been appreciated by the participants.

Before Mr. Crowley left, Norman Hurst arrived to report on the work he has been doing on the "grant" project on Arlington. He had a sampling of the photographs he has taken to show the trustees, and briefly reviewed his activities in cataloging and indexing the material.

Norman Hurst at meeting

In meeting with, and talking to, Arlington residents. Mr. Hurst has been shown pictures which would be very useful in the library historical files. After some discussion, it was agreed that Mr. Hurst should arrange to borrow any pictures he might feel would be useful and have them reproduced for the library files if the Library Director agreed with his judgment.

Voted: that the Library Board should meet on Wednesday evening, February 27, at 7:30 with Messrs. Crowley and Hurst to listen to some of the tapes which have been recorded.

Meeting 2/27 to listen to tapes

Following their departure at ten o'clock, the Trustees resumed their regular business. The minutes of the last meeting were accepted as prepared.

Correspondence

A letter from the Arlington Art Association requesting permission to have a reception for OPUS III at the library on Sunday, April 21, 1974, from 7 - 9.

Letter from Art Assoc.

Voted: to allow the Arlington Art Association to hold its reception for OPUS III at the library on Sunday, April 21, 1974, from 7 - 9, and to use the library facilities from Sunday, April 21, through Saturday, May 4, 1974.

Reception for OPUS III

A letter of appreciation from Mrs. Bernadette Shih of Lexington for the excellent library service she had been accorded during the seven years she lived in Arlington.

Letter from Mrs. Shih

A copy of a letter from Paul A. Cameron to the Town Treasurer, including the report of the Trustees of the Elbridge Farmer Fund ($2,670 payable to the Robbins Library).

Copy of letter from Paul Cameron

Letter from William J. O'Brien, Chairman, Committee to Study the Change of Name of Town, with material to help the voters make an intelligent decision on this question which will come before the voters at Town Election on Saturday, March 2.

Letter from Wm. O'Brien

Voted: to place the material on the bulletin board.

Reports

Mrs. Hillier reported her conversations with Mr. Aubrey Tobey of the Finance Committee on the library budget for fiscal '75, especially in regard to the heating at the Dallin Branch and the plumbing at the main library.

Heating at Dallin plumbing at Main

She also reported that the Town Manager had presented to the Board of Selectmen the Trustees' plan for changes at the main library (see attached) and had received the Board's approval of adding the amount of $8,335 to the library's fiscal 1975 budget.

Changes at Main

Trustees' Meetings

Mrs. Hillier reported that John Doyle had asked if the Trustees could change the date of their meetings to another evening as he is taking courses on Tuesday and Thursday evenings and so cannot attend the Tuesday evening sessions. When considering alternative dates for the Trustees' meetings, it was noted that Town Meeting would begin in March and would entail Monday and Wednesday evenings, probably through April and possibly into May. As no one wished to meet on Friday evening, it was decided that no change could be made in meeting date, at least for the present.

Wish of J. Doyl to change dates o meeting

National Library Week

Mrs. Thompson was requested to make arrangements at the Winchester Country Club for the dinner preceding the National Library Week program on April 19.

Dinner at Winchester Country Club NLW

Mrs. Hillier also reported that Mr. Edward Bernays had been requested to give a five minute talk at the National Library Week program.

E. Bernays to talk at NLW

Other Business

The library questionnaire was postponed until the next meeting as was discussion of Mr. Bernays' public relations suggestions.

The date of the next meeting was set for Tuesday, March 12.

The meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

Supporting Information for Suggested Changes at the Robbins Library

The energy crisis has opened the way for possible changes at the Main Library which can offer a measure of relief from the space problem which the library faces.

For some time the transfer of the Technical Services Department (where books are ordered, cataloged and processed) from a small, overcrowded room on the second mezzanine level to the Junior Library Hall had been under consideration by the trustees. This move, however, would necessitate the transfer of the meetings of the various civic and community groups using the Library Hall to the meeting room at the Fox Branch, a step which needed careful consideration before implementation.

The need for conserving energy brought the matter into focus. As the Fox Branch is heated by gas, it was decided to make the move and the change was put into effect on January 1, 1974. Considerable saving in light and heat will evolve as the Junior Library Hall will no longer be used during evening and weekend hours. Unlike the other library departments, this area is in operation daily from 9 a.m. to 5:30 p.m. from Monday through Friday only.

Several plans for the use of the vacated Technical Services area have been under consideration by the staff and the trustees. Following is a proposal which the trustees feel will be the most advantageous to the library program in meeting space needs and initiating a better work flow.

I. Director's Office

Transfer the Director's office to the vacated Technical Services area on the second mezzanine. This room can be partitioned into two offices, one for the Director and one for the two secretaries. This move will free the Director's office and the secretary's closet office for the use of the Circulation Department.

A. Present Procedure

At the present time, books returned by borrowers are loaded on book trucks and sent by the elevator down to the "slipping" workroom in the basement (approximately 1000 - 1200 daily). Here the books are "slipped" - the record cards for the books are

transferred from the time trays to the books whereupon the books are returned to the proper trucks and sent upstairs again to be shelved.

B. Proposed Procedure

It is proposed to use the Director's office for this "slipping" process. the returned books will be sent from the return desk to the office directly opposite the desk for processing.

The Head of Circulation will be assigned to the office vacated by the secretary, making the Head readily available to the circulation staff. Her desk, at present, is one of three located in the basement area quite apart from the present slipping workroom.

This arrangement will save time and energy, and make for far more efficiency than is now possible.

II. Stack Area

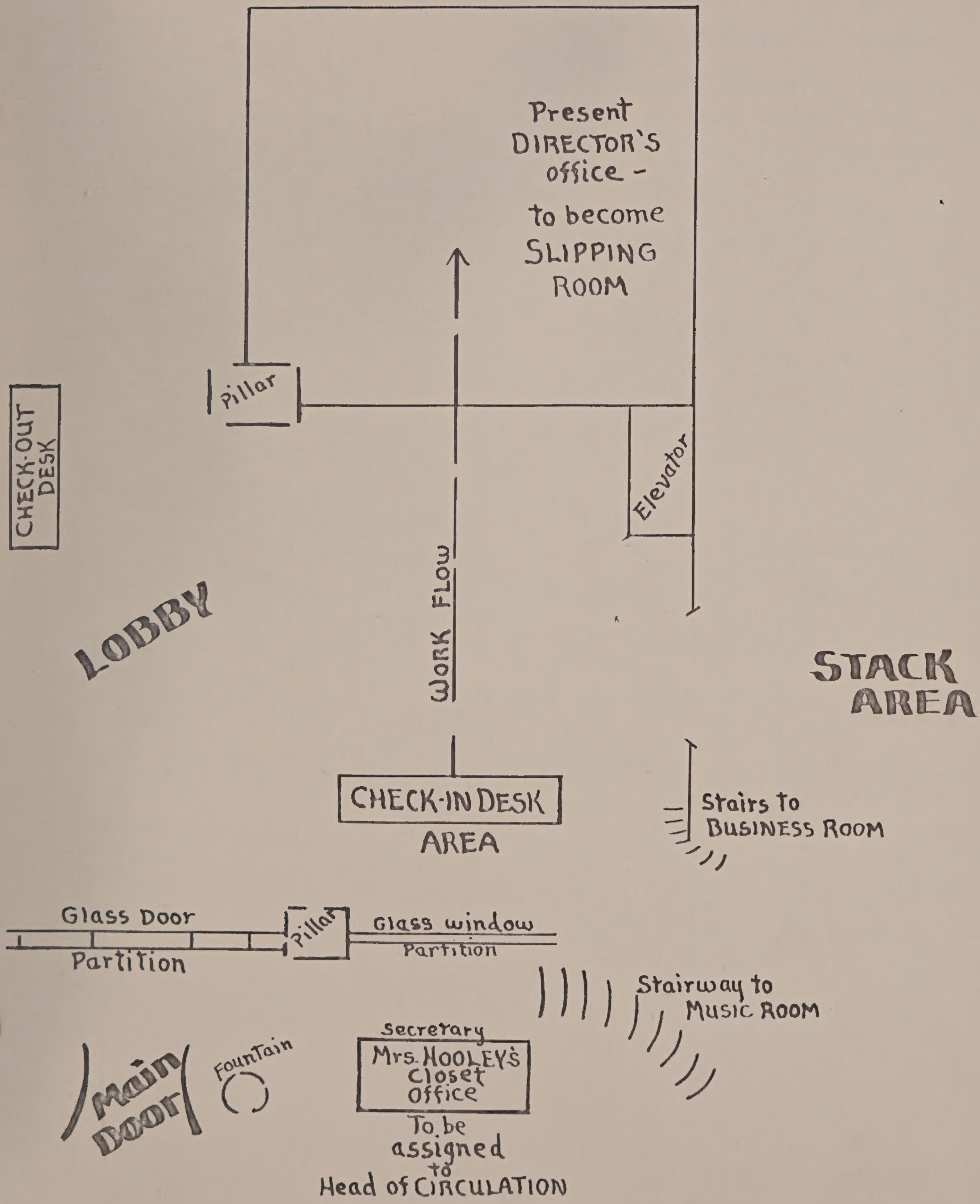
To ease the shelf space for books, the following proposals are made:

A. Transfer the local history collection from the basement to the locked shelves in the hallway outside the former Technical Services Department.

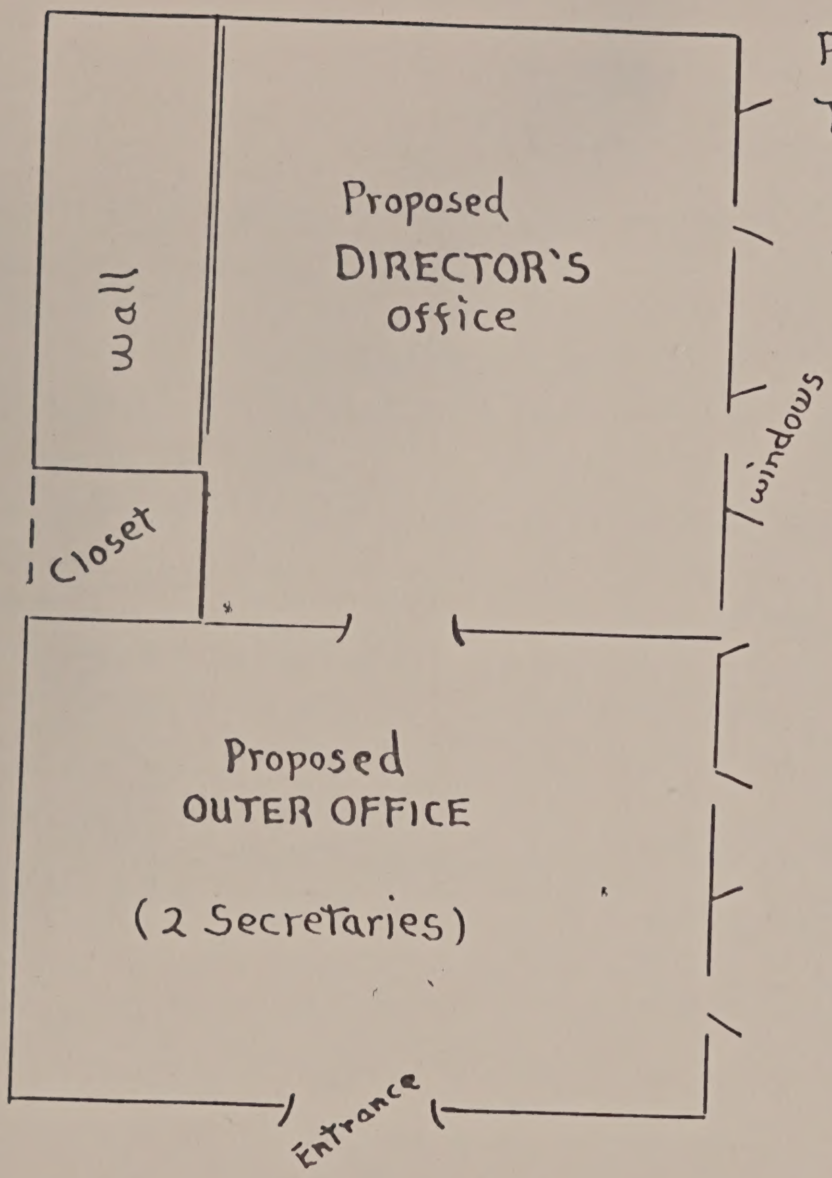
B. Open two of the rooms in the basement area (the local history room and adjoining room) to the public by installing proper shelving.

C. Purchase shelving for the basement at the Fox Branch for storage of important bound periodicals from the attic and basement area , kept for reference and research work.

Attached is an itemized list of the capital expenditures involved in the proposed changes.


Present DIRECTOR'S office - to become SLIPPING ROOM
Pillar
CHECK-OUT DESK
Elevator
WORK FLOW
LOBBY
STACK AREA
CHECK-IN DESK AREA
Stairs to BUSINESS ROOM
Glass Door
Partition
Pillar
Glass window
Partition
Stairway to MUSIC ROOM
Secretary
Mrs. HOOLEY'S Closet office
To be assigned to Head of CIRCULATION
Main Door
Fountain

Plan for former
TECHNICAL SERVICES
Department
(2nd Mezzanine)


Proposed
DIRECTOR'S
office
wall
Closet
windows
Proposed
OUTER OFFICE
(2 Secretaries)
Entrance

Judith E. Stromdahl
Library Director

Robbins Library
Town of
Arlington, Massachusetts 02174

Telephone
643-0026

Capital Expenses for Proposed Changes

The trustees of the Robbins Library earnestly request that the budget for fiscal 1975 be amended by including the following:

Shelving - lower level - local history room and middle room		$2,100
Shelving for bound volumes (Fox) 12 double faced 12 ft. @ $325 ea.		3,900
Director's office:		
Alterations		
(1) Move shelving to Technical Services	$275	1,775
(2) Erect partitions for outer office and make closet (labor and material)	500	
(3) Director's desk and side extension	400	
(4) Two filing cabinets	300	
(5) Chairs for outer office (4)	300	
	$1,775	
Slipping Room:		
Tile floor - 9 x 18' (heavy duty)	325	560
One 6' shelf for slipping room	235	
	$560	
		$8,335

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

March 12, 1974

The Board of Library Trustees met for its regular meeting on Tuesday evening, March 12, at 7:30 in the Historical Room. Present were Mesdames Hillier and Thompson, Messrs. Homer and Doyle, and the Assistant Librarian, Elizabeth J. Hodges. Mrs. Hillier, Chairman, presided.

The minutes of the last meeting of the Board of Trustees were approved.

Correspondence

1. A letter from the Massachusetts Council on the Arts and Humanities with thanks for interim evaluation report they had received and request for institutions to keep state legislators informed and involved.

   In response to this letter the trustees decided to send two tickets to the 1974 National Library Week event to state legislators representing Arlington.

Letter from Arts & Humanities re: evaluation report

Two tickets to be sent to legislators for NLW

2. Letter from Department of Human Resources in regard to finding jobs for some young people for whom they have federal funding.
3. A letter providing information on requesting funds under the Library Services and Construction Act.

   The Trustees decided to let congressmen know of Arlington's need.

Info. on requesting funds under the Lib. Ser. & Construction Act

It was decided to inquire into the present status of the trust funds available to the library.

Mrs. Hillier noted that Mrs. Winkel of the Reference Department may be leaving for a position in the Brandeis Library, but that official word of her resignation had not yet been received.

M. Winke leaving

The trustees looked over notes of the January 25th conference with Mr. Bernays, and the matter of the dinner at the Winchester Country Club before the 1974 National Library Week event was discussed. Depending upon acceptances, it was expected that from eighteen to twenty-one would be coming. It was decided to invite Mr. Edward L. Bernays to make a brief preliminary talk at the event and to invite him and Mrs. Bernays to the dinner.

Mr. Bernays invited to NLW dinner

In regard to the reception sponsored by the trustees, it was decided that Mrs. Francis E. Fullerton, who is serving as Chairman of arrangements for the reception, and has secured bids from caterers, be authorized to engage the Towne Caterers. It was also suggested that she arrange to have a high centerpiece and ask the caterers to use colored linen, perhaps gold colored, on the table.

Towne Caterers for NLW

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

March 12, 1974

The Board of Library Trustees met for its regular meeting on Tuesday evening, March 12, at 7:30 in the [illegible] Room. Present were [illegible] and Trustees, [illegible] and Doyle, and the Assistant Librarian, Elizabeth J. [illegible]. Mrs. Millett, Chairman, presiding.

The minutes of the last meeting of the Board of Trustees were approved.

Correspondence

1. A letter from the Massachusetts Council on the Arts and Humanities with thanks for [illegible] report they had received and request for information [illegible] legislators informed are involved.

In response to this letter the Trustees decided to send two tickets to the 1974 [illegible] Library [illegible] to state legislators representing Arlington.

2. Letter from Department of [illegible] Resources in regard to finding jobs for some young people [illegible] federal funding.

3. A letter regarding information on consulting funds under the Library Services and Construction Act.

The Trustees declined to [illegible] of Arlington's [illegible].

It was decided to inquire into the present status of the Trust funds available to the library.

Mrs. Millett noted that [illegible] of the [illegible] Department may be leaving for a position in the [illegible] Library and that official word of her resignation has not yet been received.

The Trustees [illegible] January [illegible] with Mr. [illegible] and the [illegible] before the 1974 National Library Week [illegible]. Depending upon acceptances, it was suggested that [illegible]. It was decided to invite Mrs. [illegible] to [illegible] the month and to invite him and Mrs. [illegible] to the library.

In regard to the [illegible] to the [illegible], it was reported that Mrs. [illegible] is working on [illegible] of arrangements for the committee, and [illegible] to engage the [illegible]. It was also suggested that [illegible] the [illegible] library, [illegible] on the [illegible].

Miss Hodges reported on progress of committees for National Library Week event, and it was decided that a poster concerning it should go to the Town Hall. It seemed best that the posters in general be distributed three weeks before the day of "An Evening with George Plimpton," which will take place April 19th.

Poster
for NLW
to go to
Town Hal

Apropos of Mr. Bernays remarks that the utilitarian aspects of information in books are often neglected, it was suggested that the library might offer a special program, perhaps in May, on finding jobs, writing resumes and consumerism.

Special
program
might be
offered

The trustees decided to implement the Bernays plan and discussed who might be asked to head the type of committee he recommended. At the next meeting members will come in with names to suggest.

Bernays
plan to
be implemented

It was decided not to ask any firm at the present time to supply plastic bags with the firm name on them to use when circulating pictures from the Robbins Circulating Art Collection.

Plastic
bags
with
firm
name
not to
be used

The trustees hoped that Miss Stromdahl, who was absent because of illness, would take some vacation in order to get well and rested.

It is
hoped
JES wil
take
vacation to
get
rested

The date of the next meeting was set for April 9, 1974.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Elizabeth J. Hodges
Assistant Librarian

LIBRARY FUNDS

ROBBINS LIBRARY ART FUND

1973

Principal of Fund		$25,000.00
Gain of Capital Assets		12,187.73
		$37,187.73
Balance of Income, December 31, 1972		11,616.29
		$48,804.02

Receipts

Interest on:		
16M U.S. Treasury 3½% Bonds, Feb. 15,1990	$560.00	
Arlington Cooperative Bank Shares	550.00	
Cambridge Savings Bank, Acct. #78755	100.18	
Arlington Five Cents Savings Bank,Acct.#20095	50.12	
Shawmut Association Inc.	798.00	
First National Bank Shares	408.24	
Transfers from Robbins Library Print Fund	1,500.00	
		3,966.54
		$52,770.56

Payments

Box Rent	8.00	
Salary of Curator	3,704.40	
		3,712.40
Fund and Accumulated Income, December 31, 1973		$49,058.16

Investment Transactions

Cambridge Savings Bank, Acct. 78755 closed and balance of $2500. transferred to Arlington Five Cents Savings Bank, New Account #241952.

Arlington Five Cents Savings Bank, Acct.#20095 closed and balance of $152.38 deposited in checking account 9/12/73.

Investments

16M U.S. Treasury 3½% Bonds, Feb.15,1990	$15,960.00	
50M Arlington Cooperative Bank Shares	10,000.00	
Arlington Five Cents Savings Bank,Acct.#241952	2,544.25	
Harvard Trust Checking Account	597.91	
266 Shawmut Association Inc. Shares	12,480.00	
252 Shares First National Bank	7,476.00	
		$49,058.16

ROBBINS LIBRARY GENERAL INCOME FUND

1973

Balance of Income, December 31, 1972		$7,504.90

Receipts

1972 Income deposited in 1973 from:		
E. Nelson Blake Library Fund	$386.55	
Henry Mott Library Fund	366.93	
Nathan Pratt Library Fund	101.45	
Emma L. Sprague Library Fund	2,449.98	
M. Helen Teele Library Fund	71.71	
Francis E. Thompson Library Fund	652.99	
Sarah Ross Vaughn Library Fund	46.10	
1971 Income from Elbridge Farmer Fund	2,545.00	
1972 Income from Elbridge Farmer Library Income Fd.	648.38	
Interest on Arlington Five Cents Savings Bank, Account #240390	568.59	
		$7,837.68
		$15,342.58

Payments

Paid Bills per Vouchers on file	4,400.66
Fund and Accumulated Income, December 31, 1973	$10,941.92

Investments

Arlington Five Cents Savings Bank Account #240390	$10,941.92

Income Fd.

E. NELSON BLAKE LIBRARY FUND

1973

Principal of Fund		$4,000.00
Gain of Capital Assets		696.57
		$4,696.57
Balance of Income, December 31, 1972		3,640.39
		$8,336.96

Receipts

Interest on:		
4M U.S. Treasury 4% Bonds, Feb.15,1980	$160.00	
Arlington Cooperative Bank Shares	110.00	
Arlington Five Cents Savings Bank,Acct.#507732	38.80	
Arlington Five Cents Savings Bank,Acct.#52201	82.62	
		391.42
		$8,728.38

Payments

Disbursed from Fund to Robbins Library General Income Fund	386.55
Fund and Accumulated Income, December 31, 1973	8,341.83

Investment Transactions 1973

$2,000.00 transferred from Arlington Five Cent Savings Bank Acct. # 52201 to New Special Notice Account #N507732.

Investments

4M U. S. Treasury 4% Bonds, Feb.15,1980	$3,960.00	
10 Arlington Cooperative Bank Shares	2,000.00	
Arlington Five Cents Savings Bank Acct.#N507732	2,038.80	
Arlington Five Cents Savings Bank Acct.#52201	343.03	
		8,341.83

CHILDRENS BOOK FUND

1973

Principal of Fund	$5,000.00
Gain of Capital Assets	8,390.85
	$13,390.85
Balance of Income, December 31, 1972	11.67
	$13,402.72

Receipts

Interest on:		
First National Bank Shares	$243.00	
Shawmut Association, Inc. Shares	480.00	
Home Owners Federal Savings & Loan Assoc. Acct. #60198	45.97	
Arlington Five Cents Savings Bank, Acct. #241951	37.00	
		805.97
		$14,208.69

Payments

Paid Bills per Vouchers on file	40.00
Fund and Accumulated Income, December 31, 1973	$14,168.69

Investment Transactions 1973

Transferred balance of $1978.19 in Home Owners Federal Savings & Loan Association Acct. #60198 to new account in Arlington Five Cents Savings Bank, Acct. #241951.

Investments

150 Shares First National Bank Stock	$4,450.00	
160 Shares Shawmut Assoc. Inc. Stock	7,502.00	
Arlington Five Cents Savings Acct. #241951	2,216.69	
		$14,168.69

HENRY E. DODGE MEMORIAL FUND

1973

Principal of Fund	$360.00
Balance of Income December 31, 1972	35.64
	$403.64

Receipts

Interest on:	
Arlington Five Cents Savings Bank, Acct. #235870	21.70
Fund and Accumulated Income, December 31, 1973	$425.34

Investments

Arlington Five Cents Savings Bank, Acct. #235870	$425.34

E. S. FARMER LIBRARY INCOME FUND

1973

Balance of Income, December 31, 1972		$13,407.19

Receipts

Interest on:		
Arlington Cooperative Bank, Acct. #T7215	$692.16	
1971 Income from Elbridge Farmer Fund	2,550.00	
		3,242.16
		$16,649.35
Disbursed from Fund to Robbins Library General Income Fund		3,193.38
		$13,455.97

Investment

Arlington Cooperative Bank, Acct. #T7215	$13,455.97

DEXTER RAWSON FAY LIBRARY FUND

1973

Principal of fund	$1,741.60
Balance of Income, December 31, 1972	739.20
	$2,480.80

Receipts

Interest on:		
15C U.S. Treasury 4% Bonds, Feb. 15, 1980	$60.00	
Arlington Five Cents Savings Bank, Acct.#N503012	59.11	
		119.11
Fund and Accumulated Income, December 31, 1973		$2,599.91

Investments

15C U.S. Treasury 4% Bonds, Feb.15,1980	$1,485.00	
Arlington Five Cents Savings Bank, Acct. N503012	1,114.91	
		$2,599.91

LOUISE GRUBER LIBRARY FUND

1973

Principal of Fund		$2,000.00
Balance of Income, December 31, 1972		1,682.62
		$3,682.62

Receipts

Interest on:		
2M U.S. Treasury 4% Bonds, Feb.15,1980	$80.00	
Cambridge Savings Bank, Acct. #N1145	91.73	
Arlington Five Cents Savings Bank, Account #242405	2.02	
		173.75
Fund and Accumulated Income, December 31, 1973		$3,856.37

Investment Transactions 1973

Cambridge Savings Bank, Acct. #N1145 closed
Purchased 2 year Cert. of Deposit @
Arlington Five Cents Savings Bank - $1500.00
Balance deposited in Arlington Five Cents
Savings Bank Account #242405.

Investments

Cert. of Deposit - Arlington Five Cents Savings Bank	$1,500.00	
2M U. S. Treasury 4% Bonds, Feb.15, 1980	1,980.00	
Arlington Five Cents Savings Bank,Acct.#242405	376.37	
		$3,856.37

ISABELLE HADLEY LIBRARY FUND

1973

Principal of Fund	$1,000.00
Balance of Income, December 31, 1972	473.28
	$1,473.28

Receipts

Interest on:	
Arlington Five Cents Savings Bank, Acct.#N503040	84.71
Fund and Accumulated Income, December 31, 1972	$1,557.99

Investment

Arlington Five Cents Savings Bank, Acct. #N503040	$1,557.99

ELLEN W. HODGDON LIBRARY FUND

1973

rincipal of Fund		$1,000.00
Balance of Income, December 31, 1972		662.46
		$1,662.46

Receipts

Interest on:		
1M U.S. Treasury 4% Bonds, Feb.15,1980	$40.00	
Arlington Five Cents Savings Bank,Acct.#N503010	39.91	
		79.91
Fund and Accumulated Income, December 31, 1973		$1,742.37

Investments

1M U.S. Treasury 4% Bonds, Feb. 15, 1980	$990.00	
Arlington Five Cents Savings Bank, Acct. #N503010	752.37	
		$1,742.37

HENRY MOTT LIBRARY FUND

1973

Principal of Fund		$5,200.00
Gain of Capital Assets		225.00
		$5,425.00
Balance of Income, December 31, 1972		2,844.97
		$8,269.97

Receipts

Interest on:		
5M U.S. Treasury 4% Bonds, Feb.15,1980	$200.00	
Arlington Five Cents Savings Bank,Acct.#15101	148.96	
		348.96
		$8,618.93

Payments

Disbursed from Fund to Robbins Library General Income Fund		366.93
Fund and Accumulated Income, December 31, 1973		$8,252.00

Investment Transactions 1973

Withdrew $3,000.00 from Arlington Five Cents Savings Bank Acct. #15101 and purchased 2 year Cert. of Deposit.

Investments

5M U.S. Treasury 4% Bonds, Feb.15,1980	$4,950.00	
Arlington Five Cents Savings Bank,Acct.#15101	302.00	
Certificate of Deposit - Arlington Five Cents Savings Bank	3,000.00	
		$8,252.00

NATHAN PRATT LIBRARY FUND

1973

Principal of Fund	$1,000.00
Balance of Income, December 31, 1972	974.57
	$1,974.57

Receipts

Interest on:	
Arlington Five Cents Savings Bank, Acct. #40850	92.21
	2,066.78

Payments

Disbursed from Fund to Robbins Library General Income Fund	101.45
Fund and Accumulated Income, December 31, 1973	$1,965.33

Investment Transactions 1973

Withdrew $1,500.00 from Arlington Five Cents Savings Bank Account #40850 and purchased 2 year Certificate of Deposit

Investments

Arlington Five Cents Savings Bank, Acct. #40850	465.33	
Arlington Five Cents Savings Bank Cert. of Deposit	1,500.00	
		$1,965.33

ROBBINS PRINT FUND

1973

Principal of Fund		$30,000.00
Balance of Income, December 31, 1972		22,572.69
		$52,572.69

Receipts

Interest on:		
4M U.S. Treasury 4% Bonds, Feb. 15, 1980	$160.00	
Arlington Five Cents Savings Bank, Account #200162	441.23	
Duke Power Co. 8½% Bonds	3,570.00	
		$4,171.23
		$56,743.92

Payments

Paid Bills per Vouchers on file	364.00	
Transfers to Robbins Library Art Fund	1,500.00	
		1,864.00
Fund and Accumulated Income, December 31, 1973		$54,879.92

Investments

4M U.S. Treasury 4% Bonds, Feb.15, 1980	$3,960.00	
Arlington Five Cents Savings Bank, Account #200162	9,129.92	
42M Duke Power Co. 8½%, m 3/1/2000 @ cost	41,790.00	
		$54,879.92

EMMA L. SPRAGUE LIBRARY FUND

1973

Principal of Fund		$17,938.48
Balance of Income, December 31, 1972		14,647.04
		$32,585.52

Receipts

Interest on:		
25C U.S. Treasury 4% Bonds, Feb.15,1980	$100.00	
Charlestown Savings Bank, Acct. #253395	129.70	
Duke Power Co. 8½%, m 3/1/2000	2,125.00	
Arlington Five Cents Savings Bank Account #241953	36.57	
Arlington Five Cents Savings Bank Account #507733	38.88	
		$ 2,430.15
		$35,015.67

Payments

Disbursed from Fund to Robbins Library General Income Fund		2,449.98
Fund and Accumulated Income, December 31, 197$\overset{3}{2}$		$32,565.69

Investment Transactions 1973

Closed Charlestown Savings Bank, Acct.#253395 and Transferred $2,000.00 to Arlington Five Cents Savings Bank, Acct. #N507733 and Balance of $2,027.74 to Arlington Five Cents Savings Bank Account #241953

Investments

25C U.S. Treasury 4% Bonds, Feb.15,1980	2,475.00	
25M Duke Power Co. 8½%, m 3/1/2000 @ cost	24,875.00	
Arlington Five Cents Savings Bank, Account No. 241953	3,176.81	
Arlington Five Cents Savings Bank, Account No.507733	2,038.88	
		$32,565.69

M. HELEN TEELE LIBRARY FUND

1973

rincipal of Fund		$1,000.00
alance of Income, December 31, 1972		389.32
		$1,389.32

Receipts

Interest on:		
Arlington Five Cents Savings Bank, Acct. #201472	$18.73	
Union Warren Savings Bank, Acct. #174638	31.09	
Arlington Five Cents Savings Bank, Cert. of Deposit	11.39	
		61.21
		$1,450.53

Payments

Disbursed from Fund to Robbins Library General Income Fund	71.71
Fund and Accumulated Income, December 31, 1973	$1,378.82

Investment Transactions in 1973

Closed Union Warren Savings Bank, Acct. #174638,
Proceeds invested in Cert. of Deposit, Arlington
Five Cents Savings Bank

Investments

Arlington Five Cents Savings Bank, Acct. #201472	$378.82	
Arlington Five Cents Savings Bank, Cert. of Deposit	1,000.00	
		$1,378.82

FRANCIS E. THOMPSON LIBRARY FUND

1973

Principal of Fund		$8,181.54
Balance of Income, December 31, 1972		5,782.11
		$13,963.65

Receipts

Interest on:		
6M U.S. Treasury 4% Bonds, Feb. 15, 1980	$240.00	
Arlington Cooperative Bank Shares	110.00	
Arlington Five Cents Savings Bank, Acct.#64753	210.34	
Union Warren Savings Bank, Acct.#173077	62.20	
Arlington Five Cents Savings Bank, Cert. of Deposit	11.25	
		633.79
		$14,597.44

Payments

Disbursed from Fund to Robbins Library General Income Fund	652.99
Fund and Accumulated Income, December 31, 1973	$13,944.45

Investment Transactions 1973

Closed Union Warren Savings Bank, Acct.#173077
Proceeds invested in Cert. of Deposit, Arlington Five Cents Savings Bank.

Investments

6M U. S. Treasury 4% Bonds, Feb.15,1980	$5,940.00	
10 Arlington Cooperative Bank Shares	2,000.00	
Arlington Five Cents Savings Bank, Acct.#64753	4,004.45	
Arlington Five Cents Savings Bank, Cert. of Deposit	2,000.00	
		$13,944.45

SARAH ROSS VAUGHN MEMORIAL FUND

1973

Principal of Fund		$1,000.00
Balance of Income, December 31, 1972		134.07
		$1,134.07

Receipts

Interest on:		
1M U.S. Treasury 4% Bonds, Feb.15,1980	$40.00	
Arlington Cooperative Bank, Acct. #T417	6.73	
		46.73
		$1,180.80

Payments

Disbursed from Fund to Robbins Library General Income Fund	46.10
Fund and Accumulated Income, December 31, 1972	$1,134.70

Investments

1M U.S. Treasury 4% Bonds, Feb.15,1980	$990.00	
Arlington Cooperative Bank, Acct. #T417	144.70	
		$1,134.70

ROBBINS LIBRARY COPIER MACHINE FUND

1973

Balance in Fund, December 31, 1972		$1,736.39

Receipts

Fees collected 1973	$2,434.00	
Interest on Arlington Five Cents Savings Bank Account #238330	51.40	
		2,485.40
		$4,221.79

Payments

Paid Bills per Vouchers on file	3,813.00
Fund and Accumulated Income, December 31, 1973	$ 408.79

Investment

Arlington Five Cents Savings Bank, Acct. #238330	$ 408.79

TIMOTHY WELLINGTON LIBRARY FUND

1973

Principal of Fund	$100.00
Balance of Income, December 31, 1972	89.00
	$189.00

Receipts

Interest on:	
Arlington Five Cents Savings Bank, Acct. #N503011	10.86
Fund and Accumulated Income, December 31, 1973	$199.86

Investment

Arlington Five Cents Savings Bank, Acct. #N503011	$199.86

JOHN J. BILAFER
Town Treasurer

JANEMARIE HILLIER
Chairman

MAUDE D. THOMPSON

JOHN F. DOYLE

CARMEN T. FORITANO
Town Accountant

WILLIAM F. HOMER, JR.
Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

April 9, 1974

The Board of Library Trustees met for its regular meeting on Tuesday evening, April 9, at 7:30 in the Historical Room. Present were Mesdames Hillier and Thompson, Messrs. Doyle and Homer, and the Assistant Librarian, Miss Elizabeth J. Hodges. Mr. Doyle came toward the end of the meeting, and was briefed by Mrs. Hillier. Mrs. Hillier, Chairman, presided.

The minutes of the meeting of March 12, 1974 were approved.

Correspondence

1. Bills presented were signed with the exception of one from Mr. Norman Hurst and one from Mr. Robert O'Reilly. These were deferred temporarily to be checked by the Library Director on her return.

Bills presented to be signed

2. The letter of resignation from Mrs. Mary Margaret Winkel was read.

Resig. from M. Winkel

Old Business

National Library Week Program

1. It was noted that nineteen people had accepted invitations for the dinner at the Winchester Country Club on April 19, 1974 preceding the National Library Week Program.

Dinner at Winchester Country Club, NLW

2. Miss Hodges reported on the progress of the various committees for the event, and it was decided that Mrs. Hillier would draw up the seating plan for persons who would be on the stage.

Progress on committees for NLW

Town Meeting Budget

Mrs. Hillier informed trustees of adjustments of figures in the Robbins Library budget as approved in Town Meeting.

RL budget adjustments

Suggestions for Library Addition Committee

1. Several names were mentioned for this, and also for a Public Relations Committee. It was decided to ask Mrs. Spengler for names of Arlington people in the public relations field.

Suggestions for Library Addition Committee

2. Mrs. Hillier said she had been working on a statement of goals.

J. Hillier working on statement of goals

Report on Library Legislation

Miss Hodges reported on her visit to the State House on Wednesday, March 20, 1974, and presentation of letters from Mrs. Hillier at two hearings.

EJH report on visit to State House 3/20/74

a. The first concerned having libraries open on Sundays. No proponents appeared, and Mrs. Hillier reported she had heard that this bill had "died in committee."

b. The second hearing was on a group of bills attempting to deal with obscenity. Miss Hodges reported that as a librarian she was graciously asked by Senator John J. Conte what she thought should be done about books declared obscene. As an addition to her reply, a letter was drawn up to go to Senator Conte if approved by the trustees. The letter had been read by Mrs. Hillier and Mr. Homer and was passed along to Mrs. Thompson to read and consider.

Re: libraries open on Sundays and bills on obscenity

Letter to Harvard

It was decided that Mrs. Hillier, Mrs. Thompson and Miss Stromdahl would confer on information to go to a school of design at Harvard.

School of Design at Harvard

New Business

Long-time staff recognition

The trustees, having been invited to a dinner on Saturday evening, April 27, 1974, to honor certain Robbins Library staff members who have served for many years, discussed how they might participate in honoring these people. In order to avoid duplication, Miss Hodges was to find out what the staff plans were. She was also to locate a catalog listing recognition pins.

Dinner on April 27 in honor of staff

Capital Budget report action

The trustees decided to have a special meeting on the subject of capital budget.

Capital budget

Salary and Reclassification Study Committee appointment

1. It was decided that Mrs. Hillier would write to the Town Moderator, Mr. Corcoran, to find out if the library can be represented on the Salary and Reclassification Study Committee.

Salary and Reclassification Study Com.

2. It was decided that Mr. Homer would ask Mr. Tobey for details in writing concerning his suggestions for heating arrangements and other work at the Dallin Branch Library.

Heating arrangements and work at Dallin

3. It was decided that Miss Hodges was to keep the tape of interview with Dr. Edward L. Bernays and that trustees could hear it at their convenience.

Tape of interview with Dr. Bernays

4. The trustees were determined that no one should stick things up on the wall in the meeting room at the Edith M. Fox Branch. They also discussed the idea of having an entrance to the hall by ramp for handicapped people who find stairs difficult. Nothing to go on wall at Fox

The meeting closed at about 10:45 p.m.

The next meeting is to be on May 14, 1974.

Respectfully submitted,

Elizabeth J. Hodges
Assistant Librarian

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

May 14, 1974

The Board of Library Trustees met on Tuesday evening, May 14, 1974, at 7:30 in the Junior Library. Present were Mesdames Hillier and Thompson, Messrs. Doyle and Homer, and the Library Director, Judith E. Stromdahl.

The secretary's report was accepted as prepared and mailed to the Board members.

Correspondence consisted of the following:

A letter from Mr. Charles Joyce, Director of the Bureau of Library Extension, stating that the Robbins Library had met the standards and had been certified for $20,071.50 in state aid money.

R. L. certified for State Aid money

Notification from Mr. Frank Wright, Director of Properties and Natural Resources, that the bid for furnishing and installing the skylight was awarded to Atlantic Roofing and Skylight Works for the sum of $2,234.

Bid awarded for skylight

A memo from the Town Manager stating that any budget requests for transfers should be forwarded to his office no later than May 17, 1974.

Budget requests for transfers to T. Mgr. office

A letter from Edward Montana, Jr. of the Eastern Regional Library System commending the Robbins Library on its lead article in the March 1974 issue of the Preview.

Letter from Edward Montana

Several letters in praise of the National Library Week Program.

Reports - National Library Week

According to the report submitted by Miss Hodges, as of May 14, National Library Week Program ticket sales had cleared $1,758.40, making the total on hand in the Friends' bank account, $2,930.28. Expenses to that date amounted to $1,277.28, with bills for programs, flowers, and dinner not yet received.

NLW report

Circulating Art Collection

Mrs. Hiller reported that she and Mrs. Yood, with Dr. Ellen Wiese, had attended the three day Open House held by the New York Graphic Society at the Marriott Hotel, and had purchased 16 prints for the Circulating Art Collection.

Mrs. Hillier was enthusiastic over the selection available.

New York Graphic Society attended by Mrs. Hillier, Mrs. Yood and Dr. Wiese

The question of asking the Friends for another gift of money was raised by Mrs. Hillier. She mentioned that an improved method of hanging the pictures in the gallery at Fox was desirable and said that inasmuch as the Friends had helped to launch the Art Collection, she and Mrs. Yood wondered if they might be willing to finance this project. The trustees felt this might be feasible, but also voted to spend trust fund money on the project if other means of support were not forthcoming.

Hanging picture project

Mrs. Hillier asked for confirmation of Mrs. Yood's suggestion to sell a few of the art pictures which do not circulate at the Friends' yearly meeting. The trustees so voted.

Voted to sel art pictures

Staff Recognition

Mrs. Hillier also reported on the success of the Recognition Dinner held by staff and trustees at Igo's in Cambridge, saying that several letters of appreciation from staff members had been received.

Recognition dinner

Plants for Fox Branch

She further mentioned that she had purchased three plants for the Edith M. Fox Library Multi-Purpose Room in the amount of $68, using trust fund monies, and asked for, and received, unanimous approval of this action by the Board.

three plants for Fox

Melrose Trustee

The Library Director reported that a trustee of the Melrose Public Library, namely W. Griffith Couser, had called at the library to express his appreciation of the National Library Week Program which he had attended as a guest of an Arlington resident. He was very much interested in the Friends' organization as well as in many of the programs carried on by the Robbins Library. He expressed the wish that his Board might meet with the Arlington Board of Library Trustees at some time in the not too distant future. The trustees welcomed this suggestion and suggested that a meeting be arranged sometime in the fall.

Melrose trustee to meet with Trustees

Bicentennial

Shortly after eight o'clock, by invitation of the Board of Library Trustees, representatives of the Arlington Bicentennial Committee, the Arlington Historical Commission and the Schwamb Mill entered the meeting, along with Norman Hurst and John Crowley. The Arlington Historical Commission was represented by the Library Trustee, William F. Homer, Jr.

Meeting with Historical groups re: Bicentennial

The purpose of inviting these representatives was to familiarize the trustees with ongoing plans for the Bicentennial so that they could direct their own efforts without fear of conflict or duplication of plans already in process. A lengthy discussion followed with full participation by Mrs. Ruth Mahon, Mrs. John A. Fitzmaurice, Thomas Smurzynski and John Worden. It was soon evident that many activities are in the planning such as a brochure giving a brief history of Arlington, a study of buildings in Arlington dating from the Revolution, a tour guide of the Schwamb Mill, a list and maps of historical sites, etc. etc. These plans were captured on tape by both Mr. Hurst and Mr. Crowley and, when transcribed, will be added to this report. At approximately ten o'clock, Mrs. Hillier thanked the guests for their cooperation and expressed the trustees' appreciation at the willingness of these representatives who so generously shared their plans for the Bicenntenial, after which the group left the meeting.

Arlington Historical Society

The Director asked approval to have the Robbins Library serve as a depository for the picture collection owned by the Historical Society, classifying and cataloging it with volunteer help, provided the Historical Society will underwrite any costs involved in material, etc., with the understanding that the picture collection will be returned to the Historical Society when it is in a position to house the collection properly.

R.L. to serve as depository for pictures of Historical Society

Voted: that this action be approved.

Heating

Mrs. Hillier brought the heating problem experienced by the staff of the Technical Services to the attention of the trustees. It was pointed out that storm windows, weather stripping of the doors and carpeting on the floor would help to rectify the situation. Improvements in the heating system itself will have to be studied by heating experts. It was suggested that Mr. Bill Tobey of the Finance Committee be consulted.

Heating problem of Tech. Services

Sign - Dallin Branch

The need for an outdoor sign at the Dallin Branch was again brought up. After some discussion it was voted to ask Mr. Churchill of the Public Works to take care of this project.

Outdoor sign at Dallin

Minimum Wage Law

It was brought to the attention of the trustees that the minimum wage law has been amended as follows: $1.90 an hour beginning May 1, 1974, $2.00 on January 1, 1975 and $2.20 an hour, January 1, 1976, and $2.30 after December 31, 1976.

Minimum wage law

The trustees asked the Director to ascertain if this applied to the library pages and if so, to implement the change.

Funds for Photocopying

The Director mentioned the desirability of making copies for the library historical file of old photographs loaned to the library by residents of the town. After some discussion it was decided to hold such a program in abeyance until a study of costs could be made.

Copies of old photos for historical file

The meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

June 18, 1974

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, June 18, 1974, at 7:30 in the Junior Library. Present were Mesdames Hillier and Thompson, Messrs. Doyle and Homer, and the Director, Judith E. Stromdahl. Mrs. Hillier, Chairman, presided.

Secretary's Report

The Secretary's report was distributed and accepted provisionally without reading.

Correspondence

Correspondence consisted of the following:

A letter of resignation from Elizabeth Engel.

Letter of resig. from E. Engel

A letter from Cary Memorial Library explaining their borrowing privileges.

Letter from Cary Mem. Li.

An invitation to attend an open meeting at Fox Branch on June 24 from the Co-Chairmen of the Bicentennial Planning Committee. (Copies of the Secretary's report of the meeting of the Bicentennial Planning Committee held on June 10 were distributed by Mrs. Hillier.)

Invitation re: Bicentennial

A communication from the Town Manager regarding the 1975 Bicentennial Celebration.

Letter from T. Mgr. re Bicentennial

A memo from Frank Wright regarding the additional detection units to the intrusion alarm installation.

Memo from F. Wright

A list of the Acts of 1973 sent from the Town Clerk's office.

List of Acts of '73 from Tn. Clerk

A memo from the Town Manager regarding Capital Budget projects in fiscal 1976-1981.

Memo from Tn. Mgr. re: Capital Budget

A communication from the Bureau of Library Extension regarding compliance of Standard 6.

Letter from Bur. Li. Ext. re: Standard 6

Reports

Meeting in Boston

Meeting about State Aid

Mrs. Hillier reported that she and the Director on May 22 had attended a meeting at the Boston Public Library at which representatives from the Bureau of Library Extension briefly reviewed the direct state aid program, explained Standard 6 of the minimum standards which requires libraries to extend free direct access and free non-resident borrowing privileges on a statewide basis, and finally discussed the statistics which libraries are being requested to keep during the period between July 1 and November 30, 1974.

The Robbins Library is already in compliance with Standard 6, and the Bureau has been so notified.

Personnel

To replace Elizabeth Engel of the Music Department, Mrs. Hillier presented the name of Barbara Ryan who has been connected with the Robbins Library since 1968 as a page and college assistant. Barbara was graduated from the University of Massachusetts in June of this year and has been accepted at the School of Library Science at Simmons on a work study basis.

B. Ryan named to replace E. Engel

Voted: to hire Barbara Ryan as an assistant in the Music and Art Department at a salary of $6762, LS 1 - Min.

On a temporary basis, to fill the vacancy in the Junior Library, Mrs. Hillier recommended Mrs. Molly Yood, a graduate of the School of Library Science, Simmons College, and for 19 years a Trustee of the Robbins Library.

Mrs. Yood in Jr. Lib.

Voted: to hire Mrs. Yood as a temporary replacement in the Junior Library at a salary of $8048 (LS 2 - Min).

Pictures

Three paintings have been offered to the library as gifts, one, of the Reference Room of the library, painted by Gideon Cohen, and two pictures of Trees in the Great Meadows by Jens Thornton, father of Mrs. Elsie C. Fiore of Arlington.

Paintings offered as gifts

Voted: to accept these paintings with thanks.

Capital Budget

Following a lengthy discussion it was

Voted: to present two capital budgets, one requesting an addition to the library, the other requesting furniture and equipment which will be needed should the addition not be forthcoming.

Two cap. budgets to be presented

Agreement with Historical Society

The Director presented a working copy of an agreement with the Historical Society in regard to its picture collection. It was accepted with a number of changes. (See attached copy)

Agreement with Historical Society

Technical Services

The need to correct the heating problem in the Technical Services Department was discussed. The Director was asked to contact representatives from two heating concerns for recommendations to take care of the problem. The trustees agreed that the Finance Committee should be approached for funds.

Heating in Tech. Ser.

Bicentennial

Some time was spent in discussing plans for the Bicentennial and several suggestions were made including exhibits of various kinds, both in the library and throughout the town, and a book sale for the Friends of the Library. Already in the plans are a 13 week film series program America and a series of concerts devoted to the performance of American music, new and old. A meeting of the Friends of the Robbins Library was suggested, to be held at the refurbished Dallin Branch, with a Bicentennial theme of some kind for a program.

Bicentennial plans

Miscellaneous

From Trust Funds -

Voted: to purchase a bike rack to be placed on center stair level.

Voted to purchase a bike rack

Voted: to have a sign made by Mr. Churchill for outside the Dallin Branch Library.

sign to be made for Dallin

Voted: to pay the expenses of Mrs. Hillier to attend an ALA pre-conference on buildings on Friday and Saturday, July 5 and 6.

To pay expenses of J. Hillier - ALA

Music - Concerts

A review of the past year's programs and recommendations for the coming season have been prepared by Mrs. Shea and Mr. Forte. This material was distributed to the trustees to be discussed at the July meeting of the Board.

Review of programs in Music

Miss Wiese

Voted: to send Miss Wiese a letter of appreciation for her work, and to check the Art Fund to see if it will allow an 8% increase in her salary.

Letter to E. Wiese

The next meeting of the Board is scheduled for July 16, 1974.

The meeting adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

July 16, 1974

The Board of Library Trustees met for its regular meeting on Tuesday evening, July 16, 1974, in the Junior Library at 7:30 o'clock. Present were Mesdames Hillier and Thompson, Messrs. Doyle and Homer, and the Library Director, Judith E. Stromdahl. (No appointment has yet been made to fill the vacancy caused by the resignation of William M. Capron in December 1973.)

Mrs. Hillier, Chairman, presided.

The minutes of the June meeting were accepted as prepared and distributed by mail.

Correspondence

The following communications were received.

Communications received from Japanese visitor, Arts and Humanities, Town Mgr. Town Clerk

A letter from Hidaji Narukawa, one of the Japanese visitors to Arlington in 1973.

A letter from the Citizens for the Arts and Humanities.

Copy of a letter from the Town Manager to Mr. John Harrison accepting his resignation from the Citizens Advisory Committee.

Two communications from the office of Town Clerk regarding Acts of 1973.

Reports

Mrs. Hillier

Mrs. Hillier reported briefly on the Pre-Conference Meetings which she and the Director attended at the Waldorf-Astoria in New York on July 5, 6, 7. Mrs. Hillier was enthusiastic in her appraisal of the meetings, and plans to present a written report to the Board members.

Mrs. Hillier reports on Pre-Conference

Mrs. Hillier also reported that Mr. Marquis has called her asking for recommendations for filling the vacancy on the Board. The trustees spent some time discussing the matter, and made a number of suggestions to forward to the Town Manager. (Daniel Healy, George Remmert, George Herlihy)

Recommendations asked for new Trustee

The Director

The Director reported that the library had initiated another outdoor evening

program for adults and young people entitled "Monday Movies." These are to be presented on Monday evenings at 7:30 in the parking area. The family program, "Friday Flicks," will be continued on Friday evenings at the same time.

Monday Movies to be presented

Concerts

The concert series for the 1974-75 season was discussed at some length with James Forte and Mrs. Peggy Shea, who entered the meeting shortly after 8:30 p.m. and remained until 9:10. According to Mr. Forte, Coordinator for the series, the 15 programs held the past season were most successful. The artists, themselves, are high in praise of the project and have again offered their services free for the coming season. If the series is to be continued beyond that period, however, funding will have to be found; highly talented musicians cannot be asked to perform with no recompense year after year. The trustees agreed that effort should be made to seek private funds to carry on this worthwhile project.

Concert Series discussed

Of concern for the coming season is the need of a larger hall in which to hold the concerts, and the coordinators asked if it would be possible to use the Town Hall. Attached is a copy of the memo presented to the trustees.

Larger hall needed

The trustees were sympathetic to the idea and the chairman asked Mr. Homer to approach the proper town officials in regard to the availability and cost of using the Town Hall and to find out from whom permission is granted for its use.

Minimum Wage

The Director called attention again to the new minimum wage law which advanced the rate of pay for the pages from $1.85 to $1.90 on May 1, 1974, and will call for another increase of ten cents to $2 an hour on January 1, 1975. The Assistant Town Manager, Mike Sullivan, who called to make sure the library administration was aware of the new law, was assured that it was already in effect. The Director reported that she had asked Mrs. Hooley to figure what this change in hourly pay will make in the part-time budget.

Minimum wage law

This new law creates a problem with the student help; the high school students will be earning as much as the college help, $2.00 per hour.

The trustees requested the Director to find out what college help in other departments of the town is being paid. In their opinion, there should be a clear cut wage policy for all college and temporary help throughout the town.

College student pay

Arlington Historical Society - Picture Collection

The Director distributed copies of the agreement between the Robbins Library and the Arlington Historical Society (see attached) incorporating the suggestions of Mr. Worden, President of the Arlington Historical Society. After some discussion, the trustees voted to recommend the wording "and to provide reasonable safeguards for the security of the collection" instead of "be responsible for the security of the collection." With this change, the trustees approved the agreement as presented.

Agreement between His. Society and R. L.

Skeleton Hours

The trustees agreed that the library should not be closed due to the hot weather. The public coming to the library, especially in the evenings, should find the library open. It was suggested that the same notice that was used in 1973 be posted for the staff. However, whenever a skeleton work force is put in effect at

No closing becaus of hea

Town Hall, working conditions in the library staff should be made as comfortable as possible -- perhaps a 30 minute break instead of a 20 minute, cool drinks made available etc.

Capital Budget

The trustees were concerned that the library had been omitted from the long range capital budget issued for 1974 for the reason, according to Mr. Mike Sullivan, that the $25,000 request for funds for preliminary plans for an addition had been turned down by Town Meeting.

Long range capital budget

The trustees agreed that the addition should be the primary item, but voted to submit an alternate budget, in case the addition was not accepted by the Capital Budget Committee. The trustees voted to meet again on Tuesday evening, July 23, to complete the budget.

As noted above, the next meeting will be held on July 23 at 7:30. It was also voted to meet again on July 30 and eliminate the August meeting.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

Major reasons for using Town Hall for the Robbins Library Concert Series

1. Size for audience.

   - We have already outgrown Fox and have reached the limit of our growth there.

   - New people will be discouraged from coming.

   - Larger audiences are expected next year in general.

   - Increased publicity, especially in Arlington is sure to increase audience.

   - If at Town Hall more people would come due to prestige of location.

   - Without larger facilities the growth momentum of the Series will be stopped.

2. Performers.

   - Performers are balking at continued performance at Fox.

   - Many won't play in Fox at all (Luis Leguia).

   - They would play in Town Hall without recompense but not Fox.

   - Their continued enthusiasm requires some improvement in location.

   - Location of Fox not the best Arlington has.

   - Acoustics poor.

3. We can't get adequate funding if our facilities are so inadequate. A business would want to see the growth potential and would be discouraged by the above consideration.

4. General enthusiasm and growth momentum of the Series requires some improvement in facilities. To make no improvement would definitely have an adverse effect.

5. Prestige - we need a location to match the quality of music being presented.

6. Better hall will bring even more of the better performers to the Series.

7. It would be a sign of acknowledgement to the generous efforts of the performers and help make them feel that their efforts are being supported.

IV. Halls.

A. Various halls. (Separate sheet for pros and cons of use for each)

1. Reading Room, Robbins Library.

a. Pros:

- Good acoustics
- Atmosphere & beauty of room
- Poised setting suitable to level of quality of music
- Sunday afternoon popular with audience and musicians
- Every musician wants to perform in the room

b. Cons:

- Janitor expenses.
- Limited available time
- Converts day off to a workday for Music Librarian
- No piano

2. Town Hall.

a. Pros:

- Beautiful hall
- Good acoustics
- Prestigious location in keeping with quality of music
- Proximity to Library
- Variable seating from 100 to about 500
- Will attract a larger audience as its place will underscore importance of musical event
- Has good piano
- Competes with Jordan Hall

b. Cons:

- Some think it too large. This is not true. It has variable seating and will attract a larger audience.

- Question raised if it would compete with the Arlington Philharmonic:

  - no, Robbins Library Concert Series is a chamber music series, Arlington Philharmonic presents an orchestra and chorus
  - Robbins Library Concert Series, professional musicians; Arlington Philharmonic, amateur musicians

in short, their purpose, personnel and repertoire are different and we can only enhance each other.

- Also, we maintain the best of relations with them. Mrs. Shea is on the board. Mr. Forte was asked but declined for fear of conflict of interest

3. Meeting Room, Fox Branch Library.

a. Pros:

- Clean hall
- Has piano
- Good lobby and facilities for reception
- Good facilities for musicians (Staff Room)

b. Cons:

- Poor acoustics
- Ceiling too low
- As a basement room it lacks a certain poise
- Concerts in small branch look like a second rate endeavour and not the first class effort they are
- Size and place - automatically discourages larger audiences. Some people thought the Series wâs a more important event in main building
- Poor parking
- Size physically limits future audience to 100
- Room is in great demand by other groups
- Performers have to work hard in hall and generally don't enjoy the hall

AGREEMENT BETWEEN THE ROBBINS LIBRARY AND THE ARLINGTON HISTORICAL SOCIETY

The Robbins Library

The library agrees to classify and catalog the pictures owned by the Arlington Historical Society with the assistance of volunteers from the Society. The library further agrees to hold the collection until the Society can provide proper housing.

The library also agrees to keep the collection filed separately and identified as the property of the Arlington Historical Society, and to provide reasonable safeguards for the security of the collection.

The Arlington Historical Society

The Arlington Historical Society agrees to allow the Robbins Library to classify and catalog the pictures owned by the Arlington Historical Society, the collection to be kept separate from that of the Robbins Library. The Society agrees to provide volunteers to assist in the cataloging and classifying of the collection. The Society further agrees to bear any reasonable expense (other than expense for personnel) incurred by the library in the process of classifying and cataloging the pictures including the purchase of any necessary equipment and materials, and grants the library permission to have copies made and to use the collection for research purposes, provided that any such copy shall be identified as 'the original in the possession of the Arlington Historical Society' or with some similar designation.

Access

Access to the collection shall be limited to such members of the library staff as may be specifically designated by the Library Director and to such members of

the Society as may be specifically designated by the President of the Society. Other persons shall be given access only with the joint consent of the Library Director and the President of the Society.

Signed ____________________________________
Chairman of Board of Library Trustees

Signed ____________________________________
President, The Arlington Historical Society

August 8, 1974

the Society as may be specifically designated by the President of the Society. Other persons shall be given access only with the joint consent of the Library Director and the President of the Society.

Signed ______________________________
Chairman of Board of Library Trustees

Signed ______________________________
President, The Arlington Historical Society

August 8, 1974

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

July 23, 1974

The Board of Library Trustees met in special session on Tuesday evening, July 23, 1974, at 7:30 in the Junior Library. Present were Mesdames Hillier and Thompson, Messrs. Doyle and Homer, and the Library Director, Judith E. Stromdahl.

Before turning to the business of the evening, that of completing the six year capital budget request, Mr. Homer reported that as requested he had contacted Mr. Michael Sullivan at Town Hall in regard to the 1974-75 concert series and had learned that the Town Hall was available for the concerts. He reported that Mr. Sullivan felt that no police would be needed; the only expense would be the custodian's fee of $37 per evening.

Voted: to engage the Town Hall for the season's concerts, the dates to be cleared by Mrs. Shea with Mr. Sullivan and the custodian to be paid from trust funds.

The remainder of the meeting was spent in preparing the long range capital budget to be submitted to the Town Manager.

The date of the next meeting was scheduled for September 10.

The meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

July 30, 1974

The Board of Library Trustees met on Tuesday evening, July 30, 1974, at 7:30 in the Junior Library. Present were Mesdames Hillier and Thompson, Mr. William Homer and the Library Director. (Mr. Doyle was on vacation and the fifth trustee has as yet not been appointed.)

Copies of the report of the July 16 meeting were distributed as well as copies of the Director's report of the A.L.A. conference which she attended early in July.

Reports

Mrs. Hillier reported that she and the Director had been in conference with Richard Churchill of the Manager's office on Monday, July 29, in regard to the long range capital budget; Mr. Churchill initiated the meeting as he had some questions about the budget. The Director was asked to furnish him with a report of the Facilities Committee also for the number of volumes the proposed alterations in the Junior Library and Music Room would provide, etc.

Long range capital budget

The Director reported that she had again talked with Mr. Churchill on Tuesday, July 30. At that time they together reviewed the Facilities Committee report as well as the minutes of the 1973 Town Meeting relative to Article 100. The importance of the trustees' number one priority as listed in the capital budget request was again stressed by the Director.

After some discussion, the trustees asked the Director to secure a meeting with Mr. Michael Sullivan on Thursday, August 1, at 1:15, if possible, to further discuss the matter, provided it was learned that the items for the addition are not to be included in the capital budget report.

Reclassification

The Director reported that a meeting of Town Department Heads was held in the Hearing Room at 10 o'clock that morning in regard to the Wage and Benefit Study which is the charge of T. J. Hourihan Associates. According to his plan, all department heads are to be contacted on Thursday, August 1, for brief interviews by Mr. Hourihan or his associates, and questionnaires are to be distributed to all personnel. This report was followed by a short discussion on possible recommendations for changes in the library classification plan.

Reclassification plan

1976 Budget

The trustees then turned their attention to the 1976 budget. Cracks in the

walls at Fox, treads on the stairs, also at Fox, the heating problem at Dallin, treatment of the circular stairs at the main library, railing for the front stairs of the main library, new front doors for Dallin and painting of its trim were among the items discussed. 1976 budget

No meeting will be scheduled for August. The next meeting will be held on Tuesday, September 10,

The meeting was adjourned at 10 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

September 10, 1974

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, September 10, 1974, at 7:30 in the Junior Library. Present were Mesdames Hillier and Thompson, Messrs. Doyle and Homer, and the Library Director. (No appointment to fill the vacancy has yet been announced.)

Mrs. Hillier, Chairman, called the meeting to order at 7:30 p.m.

The secretary's report was read and accepted. Correspondence consisted of a letter from the program coordinator thanking the library for participating in the Youth Employment Program; a letter from George D. Wadsworth, Public Service Employment Coordinator, in regard to possible funding for a position through the Comprehensive Employment and Training Act, Title II, Public Service Employment Program; a communication from S. C. Lyons expressing appreciation of the service he received from the library staff; a letter from Richard Kenney of the New York Graphic Society in regard to the display of new reproductions to be shown at the Marriott; and

Corres re- ceived

The Director also called attention to a number of items contained in the Legislative Bulletin which reviewed in brief the Legislative Session of 1974:

Legislative Session of 1974 items

Chapter 67 - Cities and towns required to make copy of the annual street lists available to the chairman of each city or town committee.

Chapter 113 - Annual list of residents compiled by the registrar of voters must include residents aged 17 or over rather than the former 20 or older.

Chapter 180 - Provides that Patriot's Day be celebrated for 3 days (April 19, 20, 21) in 1975.

Chapter 205 - Returns Veterans Day to November 11 effective 1975 unless federal legislation makes it effective in 1974.

Chapter 249 - Increases from 5 to 7% the contribution by individuals into the contributory retirement system for public employees.

Chapter 493 - Establishes Martin Luther King's birthday, January 15, as a legal holiday.

Reports

Questionnaire

Mr. Doyle raised the point that the questionnaire which the staff members have been requested to fill out for the town-wide study being made of positions and salaries made no provision for listing the educational requirements for their jobs. He felt that this was a serious oversight. The other board members agreed, and after some discussion it was decided that a letter should be sent to Mr. Hourihan of Hourihan Associates expressing their concern. It was also suggested that Mr. Hourihan be invited to meet with the trustees at which time he might be apprised of some of the conditions peculiar to library work, which should be considered in evaluating the jobs.

Questionnaire re: classification

Buildings and Grounds

Mr. Doyle inquired whether the windows of the Reference Room had been unsealed and he, along with the other trustees, were disturbed to hear that no work had been done on either the windows or renovations. The Library Director reported that Mr. Quattrocchi had been contacted weekly and had just that day agreed that work would start on Monday, September 16, at the very latest. Vacations, illness, insufficient help and school priority were the reasons given for the delay.

Windows in Reference Rm.

Advocate Article

Mr. Homer briefly gave background information on the letter which appeared in the Advocate regarding funds for the proposed library addition and the note which later appeared in Mat's column regarding the library's book withdrawal policy.

Letter in Advocate re: lib. addition

Bicentennial Lecture Series

Mrs. Hillier reported on the meeting she attended at the home of Norris Hoyt in August in conjunction with the Bicentennial Planning Committee, the Arlington Historical Society, and the Arlington Historical Commission. Preliminary plans for eight lectures covering the period of 1875 to 1975 were discussed with suggestions made for possible speakers. Copies of the preliminary plans for the lecture series were distributed to the trustees.

8 lectures in connection with Bicentennial

Massachusetts Council on Arts and Humanities

The Director reported that a check for $3500 had been received from the Massachusetts Council on the Arts and Humanities, reimbursement for the money expended from Trust Funds on the Town Life Project which the Council had agreed to finance on a matching basis.

Check received from Arts & Humanities

Request of Public Works Department

A request was received from the Public Works Department to place a permanent sign on the Fox Branch building indicating that it was a voting place. The trustees were reluctant to have any sign placed on the building and asked the Director to so inform the Public Works Department.

Sign on Fox re: voting

Protective Rail - 2nd Mezzanine

Recognizing the hazardous condition created by having to stack books along the floor in front of the railing overlooking the lobby, the trustees, after some discussion, decided to install low book shelves along the railing, and asked the Director to get prices for such an installation.

Book shelves along railing

Miscellaneous

The need for good publicity explaining the need for an addition was again discussed and the Director was requested to get copies of brochures prepared by other libraries and names of competent agencies or individuals who might prepare good copy.

Publicity for an addition

The budget for 1976 was also briefly discussed, and a special meeting to work on the budget was set for Tuesday, September 24, if convenient for all board members.

The meeting was adjourned at 10 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

September 24, 1974

The Board of Library Trustees met in special session on Tuesday evening, September 24, at 7:30 in the Junior Library. Present were Mesdames Hillier, Pinckney and Thompson, Messrs Doyle and Homer, and the Library Director, Judith E. Stromdahl. Mrs. Hillier, Chairman, presided. Mrs. Bette Pinckney, newly appointed to the Board by the Board of Selectmen, was introduced and welcomed to the Board.

Correspondence

1. Correspondence consisted of a request from the Arlington Art Association asking permission to present Opus 4 at the library with a reception on Sunday, April 20, 1975.

Art Assoc. request to present Opus 4

So voted

2. An invitation to the opening of the enlarged main library, Brookline, on October 6 at 3 o'clock.

3. A communication from "a reader" in regard to the paper fixtures in the women's rest room.

Correspondence re: Opening library in Brookline (enlarged)

4. A communication from the Chamber of Commerce announcing its Annual Achievement Awards Dinner Meeting.

Hourihan Associates

At the invitation of the Trustees, Mr. Hourihan of Hourihan Associates, the firm which is evaluating the Classification and Compensation Plans of the Town, entered the meeting at eight o'clock. The Trustees were concerned that the questionnaire given the employees did not include job qualifications and wanted to be assured that the firm members understood the many ways in which librarians' jobs differed from those of some of the other professions in complexity of duties and needed skills, in hours of employment, outside preparation, difference in pay scale for the same type of work within the town, etc. Mr. Hourihan was most cooperative and a very productive hour was spent in discussing library problems. He assured the Trustees that the department heads would have an opportunity to review and discuss the preliminary recommendations which are presented to the Wage and Classification Committee.

Questionnaire re: classification plan

Book Sales

The question of the library's policy in disposing of books no longer useful to

the collection was discussed. Several suggestions had been received from Arlington borrowers that book sales might be one way of weeding the collection. Mr. Homer was asked to check with surrounding libraries for their policies.

Disposal of books

Budget

The Trustees then turned their attention to a preliminary discussion of the fiscal 1976 budget.

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

October 1, 1974

The Board of Library Trustees met on Tuesday evening, October 1, 1974, at 7:30 in the Junior Library. Present were Mesdames Hillier, Pinckney and Thompson, Messrs. Doyle and Homer, and the Library Director, Judith E. Stromdahl. Mrs. Hillier, Chairman, presided.

Feeling that the Trustees should be aware and informed of problems relating to the staff, Mr. Michael Sullivan, Assistant to the Town Manager, entered the meeting at 8 o'clock at the Director's request to discuss the bargaining negotiations between local 680 and the Town, and to clarify the directive from the Town Manager informing the library assistants that they must either join the Union - Local 680 - or agree to pay the $6 Agency Fee as a condition of employment.

Meeting with Mike Sullivan re Union

Mr. Sullivan affirmed the fact that the State Law supercedes the National Taft-Hartley Law which assures employees of freedom of choice, and confirmed the fact that payment of the Agency Fee by the assistants is a condition of employment.

The Trustees appreciated the frank and open discussion which followed, and thanked Mr. Sullivan for his courtesy in coming to the meeting.

Budget

The Trustees then turned their attention to the budget and spent the rest of the evening discussing, approving or eliminating the items included by the Director in the preliminary budget prepared for fiscal 1976.

Budget discussed

The meeting was adjourned at 12:15 after a final budget meeting was scheduled for the following week on October 8.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

October 8, 1974

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, October 8, 1974, at 7:30 at the Dallin Branch Library. Present were Mesdames Hillier, Pinckney and Thompson, Messrs. Doyle and Homer, and the Library Director, Judith E. Stromdahl. The Chairman, Mrs. Hillier, presided.

The secretary's report was accepted.

Correspondence consisted of two letters from the Town Manager advising the Director of the reappointment of both Mrs. Hillier and Mr. Doyle to the Board, each for another 3 year term, and an announcement from the Boys Club of the program, at which Mrs. Spengler will be the featured speaker, to be held at the High School on October 29.

Reappt. of Mrs. Hillier & Mr. Doyle

Reports

Mrs. Hillier reported that she and the Director had attended a meeting of the Bicentennial Lecture Series Committee held at the home of Rev. Grady on September 26. Mrs. Hillier listed the names of the lecturers and their topics (see attached sheets). She also mentioned that the committee hopes that the lectures will be printed in some form, and she described the concern of the Steering Committee in securing funding for the project.

Bi-centennial lecture series

According to Mr. Hoyt, the $600 allotted by the Bicentennial Committee will be most inadequate. Mrs. Hillier was asked to approach the Friends of the Library to see if they would be willing to assist in underwriting the project. After some discussion, it was agreed that Mr. Hoyt, Co-Chairman of the Lecture Series, should be invited to attend a meeting of the Executive Board of the Friends for further discussion of the matter.

$600 inadequate

It was also suggested that the lectures should be given catchy titles, and Mrs. Hillier promised to forward this suggestion to the committee.

Arlington Historical Society's Picture Collection

The Director gave a report of progress on the work of Miss Peggy Henderson who has been identifying and arranging the society's picture collection.

She reported that a meeting had been held on Friday evening, September 27, with John Worden III, Mrs. Martin Cohn, Norman Hurst, Miss Henderson and the Director present. At this meeting, the library was granted permission to purchase the necessary supplies as approved by Mrs. Cohn, the expert on mounting boards, cover papers, etc. When received, members of the Historical Society will proceed

Historical Society's picture collection

with the work of mounting the pictures and printing the legends on the backs.

The Director mentioned in passing that Mrs. Cohn was interested in securing the services of Miss Henderson for a part-time job which the Historical Society needs to have done.

Ms. Henderson for part-time job

Director's Office

Mrs. Hillier reported that several staff members had approached her in connection with the new office which is being prepared for the Director. According to Mrs. Hillier, they felt the room should be completely panelled. After some discussion, it was decided to wait until the room is carpeted and furnished before any further changes are made.

New office for Director

Budget

The budget was then examined as prepared and distributed to the Board members over the weekend. Discussion centered on Light and Power, Books and Capital Outlay items, and the budget was finalized and approved for submission to the Town Manager.

Budget distributed to Bd.

Technical Services

The Director was requested to secure and submit the costs for correcting the heating problem in the Technical Services Department as soon as possible so that action can be taken thereon.

Heating in Tech Services

Music Concerts

The Director reported that according to Mrs. Shea, William Cavendish of WGBH is interested in broadcasting our concerts. Mrs. Shea also mentioned to the Director that Joanna Nickerson of the Massachusetts Council on the Arts is very much interested in the program being presented by the library.

Broadcasting concerts

The Trustees agreed that the performing artists should be invited to the library following the concerts for a coffee hour.

Next Meeting

The next meeting is scheduled for November 12.

At the close of the meeting, the Trustees took a tour of the building and unanimously approved the items which had been included in the budget.

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

November 12, 1974

The Board of Library Trustees met for its regular monthly meeting in the Historical Room on Tuesday evening, November 12, 1974, at 7:30. Present were Mesdames Hillier, Pinckney and Thompson, Messrs. Doyle and Homer, and the Library Director, Judith E. Stromdahl. Mrs. Hillier, Chairman, presided.

The secretary's reports were accepted as prepared and distributed through the mail.

1. Correspondence consisted of a letter from a Mrs. Downing requesting the use of the Fox Meeting Room for a meeting of ECKANKAR.

   Action: The Director was requested to check with neighboring libraries where the group had met to find out if this is a "come on" proposition with financial overtones.

Use of Fox for ECKANKAR meeting

2. Two communications from the Town Hall listing recent Acts of the General Court.

Acts of General Court

3. Letter from "Architects: Group 2" in regard to possible plans for an addition to the library building.

Addition to library

Reports

Library Plans

The question of whether the students at Harvard's School of Design will take on the project came up for discussion. It was suggested that the Chairman call Mr. Capron regarding this matter.

Harvard School of Design project

MLTA Meeting

Mrs. Thompson and Mrs. Hillier reported briefly on the well attended meeting of the MLTA held at the Holiday Inn in Newton on Saturday, November 9, which they and Mrs. Pinckney attended. Mrs. Thompson participated as discussion leader for a group interested in Trust Funds and Mrs. Hillier served as leader for the group interested in Friends of the Library Associations. Recorder for this group was Mrs. Pinckney.

MLTA meeting 11/9

Library Visits

Mrs. Hillier spoke of the visit she and the Director with Mrs. Yood made to the Newton Free Library in search of ideas for displaying the Robbins Library Circulating Art Collection. The Friends of the Library have agreed to underwrite the cost

Ideas for Circulating Art

involved of improving the method now in use, and the Newton Library had been recommended as a source for investigation. Although the committee was disappointed in what they found, the visit proved interesting in other ways. Also visited that same day was the Brookline Library which has just been enlarged with an addition consisting of two wings and underground parking. This visit proved exciting as well as worthwhile. Special mention should be made of the successful way in which the new wings were melded into the old.

Newton Library and Brookline Library visited

Robbins Library Concert Series

At eight o'clock, Mrs. Shea, Music Librarian, and James Forte, Music Coordinator, entered the meeting to discuss the concert series. Mr. Forte reported that four radio stations, BUR, WCAS, WGBH and WCRB, had expressed an interest in broadcasting the series and all had been interviewed. After thoroughly studying the advantages and disadvantages of each station, Mrs. Shea and Mr. Forte had agreed that WCRB was to be preferred as best for the library purposes. Mr. Forte also reported that union clearance had been secured through Nick Conte and it has been tentatively decided that the series should be presented in the spring, either on some evening or on Saturday afternoon.

Broadcasting Concert Series

Mrs. Shea and Mr. Forte also presented a proposal for observance of the Bicentennial, this to take the form of a weekend festival during which three concerts and one forum to serve a variety of musical needs and audience interests would be held. Included would be music of America's outstanding contemporary composers of the older generation, both local and national; a concert of music of the younger American composers; a concert of music in the lighter vein by American composers including Gershwin and Porter; and a forum where all composers represented may speak to and meet people of the audience and other composers. The date suggested for these events was tentatively set for the third weekend of May. Expense would include custodians' fees and publicity. The trustees were in favor of the proposal and suggested that the dates should be cleared so as not to conflict with other Bicentennial events.

Observance of Bi-Centennial plan presented by P. Shea and J. Forte

The Christmas programs for December 11 and 19 were discussed. In connection with publicity for these and future programs, Mrs. Shea called the attention of the trustees to the work of one Deidre Patrick, a staunch friend of the library who is in the Public Relations field. Mrs. Shea showed the trustees samples of silk screening which Miss Patrick had prepared for use in St. Eulalia's Church. The proposal was made that perhaps a banner or banners to be hung above the doors of the Town Hall could be made to advertise the concerts. After some discussion, it was agreed that Miss Patrick should be invited to meet with Mrs. Hillier, Mrs. Shea and the Library Director to see what might be worked out.

Christmas programs for Dec. 11 & 19 discussed

As Mrs. Shea and Mr. Forte were leaving the meeting shortly after 9 o'clock, Norman Hurst entered through a previous agreement with the Director. Mr. Hurst recapitulated briefly his work on the Arlington Town Project and produced samples of the photography which he had taken. When completed, the prints will number approximately 400. These are to be mounted and cataloged. A list of the tape recordings made by Mr. Hurst for the "Arlington Townlife" project as well as those made by Mr. Crowley for the oral history were distributed. These are in the process of being transcribed by Miss Peggy Henderson, but it has become very clear that help must be secured to complete the job. It was suggested that competent help may be secured through an ad in the local newspaper.

Work being done by N. Hurst, J. Crowley and P. Henderson

The question of copyright protection for both the library and Norman Hurst in respect to the Arlington Townlife Documentary pictures was raised. After some discussion, the following agreement, to be checked by competent lawyers, was drawn up:

Protection of pictures

> I hereby grant to the Robbins Library Director, Board of Trustees and their assigns (hereinafter called "the Library") non-exclusive right to reproduce or publish any or all photographs of mine from the prints contained in the Arlington Townlife Documentary collection at the Robbins Library (hereinafter called "the photographs") in any non-profit, educational publication of the Library including book, booklet, brochure, slide, or video tape recording, so long as all reproductions and publications of the photographs are accompanied by the following copyright notice:
>
> "Photograph(s) copyright @ 1974 (or year of first publication) Norman Hurst"
>
> and so long as all reproductions are contained in publications and/or productions of a non-profit, educational nature. All other use of the photographs is separately negotiable.

Agreement drawn up.

The need for a cassette machine became evident in the discussion of the transcription of the tapes and the trustees authorized the purchase of a machine from Copier Machine Funds.

Cassette machine needed

Chairs for Jarvis House

The Director presented a request from John Herzan for the loan of eight chairs, formerly used in the Reference Room and now stored in the attic, for use in the Director's Room at the Jarvis House.

> Voted: that eight chairs should be properly labelled and then loaned to the Jarvis House.

Loan of 8 chairs to Jarvis Hse.

Heating - Technical Services

It was agreed that the trustees would approach the Finance Committee for money for electric heating units ($550), carpet ($2100) and storm windows ($500) to make the Technical Services Department satisfactory for working quarters. The Director is to secure another figure for the storm windows as that quoted by Mr. Quattrocchi seems high.

Heating, carpeting & storm windows for Tech Ser.

Christmas Party

The Director was requested to check with the staff in regard to a Christmas Party. If the staff is in favor, the date was set for Saturday, December 7, the affair to be held at the Fox Branch, and Mrs. Hillier to contact the caterer.

Christmas party on Dec. 7

Next Meeting

The next meeting was scheduled for December 10.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

New Hours and Phone Numbe

ROBBINS LIBRARY- ADULT SERVI

Monday-Thursday	9-9
Friday & Saturday	9-5

ROBBINS LIBRARY- CHILDREN'S

Monday-Thursday	9-6
Friday & Saturday	9-5

EDITH W. FOX LIBRARY

Monday & Wednesday	9-	
Friday	1-6	7-9

VITTORIA C. DALLIN LIBRARY

Tuesday & Thursday	9-

ROBBINS LIBRARY SYSTEM

641-4884
646-1000

Adult Services	x4300
Children's Department	x4306
Edith W. Fox	x4323
Vittoria C. Dallin	x4324

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

December 10, 1974

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, December 10, 1974, at 8 o'clock in the Junior Library. Present were Mesdames Hillier, Pinckney and Thompson, Messrs. Doyle and Homer, and the Library Director, Judith E. Stromdahl. Mrs. Hillier, Chairman, presided. The Secretary's report was accepted as amended.

Correspondence

Correspondence consisted of a note of appreciation from the staff thanking the trustees for the Christmas Party held on Saturday evening, December 7: a letter from Mrs. Ella Buzzotta requesting permission for the Arlington Art Association to hold its OPUS III reception at the library on Sunday, April 27, with an exhibit from April 27 - May 17, 1975 (so voted): and a letter to Miss Hodges from Dr. Barry Fell, expressing appreciation of the service rendered him by the Robbins Library staff in his writing.

Corres. re.
note to
Trustees
for Christmas party
from
Art Assoc.
to Miss
Hodges
from Dr.
Fell

Reports

Dexter House

As a result of the purchase of the old Dexter House property by the Arlington Five Cents Savings Bank, the action to be taken by the trustees in possibly working to save it as the home of the first children's public library in the world came up for discussion. Mr. Homer, in stating the position of the bank, said the building through the years had been so changed as to be of no historical value, and advised the board members that the house was due to be razed. Mrs. Hillier, to whom the plans of the bank had come as a complete surprise, felt she was not in a position to take a positive stand until she had received more information. Mr. Doyle reported that through the efforts of Mr. John Worden of the Arlington Historical Society, a delegation of citizens interested in saving the house were to meet with Mr. Edward P. Clark, President of the bank, on the following Saturday morning. Mr. Doyle agreed to attend this meeting.

Dexter
House

After much discussion, it was voted that Mrs. Hillier and the Director should call upon the bank president, Mr. Clark, to find out if the trustees might bring in someone architecturally minded to see if there is anything of importance in the Dexter House which should be saved. A Mr. Terry Rankine of 232 Pleasant Street was suggested for this task, and Mr. Doyle was asked to contact him.

Mrs.
Hillier
and
Director
to call
on bank
pres.

Mr. Homer said the bank was more than willing to have the house inspected and would be most agreeable to have anything of value salvaged. A fireplace and

some beams were specifically mentioned.

Technical Services Department

The Director reported that she had met with the Town Manager on Tuesday, December 3, to discuss the heating problem of the Technical Services Department. After some discussion, the Town Manager agreed to turn the matter over to Mike Sullivan for study. Heating of Tech. Ser.

Concert Series

According to the Director, one of the microphones used with the concert series was reclaimed by its owner, one of the musicians, as he now needed it for his own use. Accordingly, the Director, with the approval of Mr. Homer, authorized the purchase from the General Trust Fund, of a microphone at an approximate cost of $78, this action to be approved by the full board. Microphone to be purchased

Voted: to approve the expenditure from General Trust Funds of $78 for the purchase of a microphone.

Library Addition

Article

Voted: to insert an article in the Warrant of the special Town Meeting scheduled for January 27, requesting the Town to appropriate the total amount of State Aid to Libraries received in 1975 to the trustees to use in improving and extending library services. State Aid to trustees for improving library

If voted by Town Meeting and if found to be necessary, this money will be used toward securing preliminary plans for an addition.

The Director was asked to secure an accounting of the State Aid fund from the Accountant's office.

Plans

Mr. Homer was requested to ask Mr. Capron if he had any knowledge of the status of the trustees' proposal to have the Harvard School of Design take on as a project the planning of an addition to the Robbins Library. Addition to library plan

The Director reported that Mrs. Horace Homer had indicated to Mrs. Shea of the Music and Art Department that she is planning to present her art slide collection of from 3500 - 5000 slides to the Robbins Library at some future date. She hopes to have them catalogued for library use and housed in suitable and acceptable storage units. The trustees, in commenting on such an outstanding gift, voted to have a letter sent to Mrs. Homer expressing their appreciation of her generosity. Art slide collection from Mrs. Horace Homer

Mrs. Homer's action revived interest in having a "bequests folder" compiled by the trustees to be distributed to Arlington residents. Mrs. Thompson was appointed by Mrs. Hillier to prepare such a booklet.

Library Report

The Director commented that the two page report of library activities in the new format of the Town Report did not answer the needs of the library. She Library report

recommended that the trustees issue their own report in printed form to be distributed on a limited basis to those requesting it. This includes libraries and governmental units as well as individuals.

Voted: that the library publish its own yearly report.

The next meeting was scheduled for January 14, 1975.

The meeting was adjourned at 10:35 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 14, 1975

The Board of Library Trustees met for its regular meeting on Tuesday evening, January 14, 1975, at 7:30 in the Junior Library. Present were Mesdames Hillier, Pinckney and Thompson, Mr. Homer and the Director, Miss Judith E. Stromdahl. Mrs. Janemarie Hillier, Chairman, presided.

Correspondence

A letter from Miss Elizabeth J. Hodges, Assistant Librarian, submitting her resignation, effective April 30, 1975, was accepted with regret.

E. J. Hodges resignation

Voted: that a letter expressing the appreciation of her services be written by Mrs. Thompson and sent to Miss Hodges.

Reports

Hearing

The hearing before the Finance Committee on Monday evening, January 13, 1975, was discussed briefly. Following the suggestion of Mr. Robert O'Neill, Chairman of the Finance Board, the trustees voted "to submit a warrant article for the March Town Meeting, requesting that the library be permitted to keep the fine money collected for overdue books for library purposes."

Warrant article to be submitted re: fine money

Director's Office

Mrs. Hillier reported that she and the Director had been working on the furnishings for the Director's new office. The chairs which had been chosen from a wide selection at Osborne's of Boston cost $110 each with arms and $90 each without. Carpet selection depended on whether Mr. Duffy of Arlington can better the price of $600, quoted by Mr. Samuel L. Frydman of Moody-Carlson Association, Inc. of Framingham.

Chairs for Director's office also carpet

Voted: to purchas three arm chairs at $110 each from Osborne Desk Company.

to purchase wall to wall carpeting from either Duffy's or Moody-Carlson, depending on the best quotation.

to consult Mrs. Reingold and Sears regarding draperies.

Other Reports

Mrs. Hillier reported that the carpet for Dallin Branch had been selected and ordered from Mr. Duffy of Arlington.

Carpet for Dallin Branch

The Director reported that the staff had voted to send a check to Mrs. Paradis and was accepting donations from those who wished to contribute. The trustees unanimously expressed a wish to participate.

check for Mrs. Paradis

also

Voted: that Mrs. Hillier send a letter of condolence to Mrs. Paradis expressing appreciation for Normand's years of loyal service and devotion to Robbins Library.

letter of condolence

Voted: approval of report being prepared for Town Report.

report for Town

Dexter House Project

At 8:30, Lyman G. Judd, Jr. and John Herzan, associate members, and Thomas V. Smurzynski, Chairman of the Historical Commission, were admitted to the meeting at their request. Also admitted was Mr. John Worden III, President of the Historical Society. They expressed their interest in the Dexter House and presented the Board with their proposal to preserve it from demolition. Estimates for restoration amounting to approximately $51,000 including $10,000 for moving the house were quoted. This amount came into question by Mr. Homer who had been through the property with a contractor who has been active in the restoration of old buildings. His quotation was $175,000 as a minimum amount needed for the project, and $250,000 as a more realistic figure to put the house back into its original form.

Dexter House

In the discussion which followed, it was pointed out that the addition of this building to the present library building would not in any way solve the expansion needs of the library and that the trustees were opposed to having it moved to library property.

Mr. Worden assured the trustees that this was not the intent and showed them on a map of the area two possible locations on Robbins House property in the rear of the library property.

The commission representatives also went on record as saying that they did not wish to go before the Town Meeting to request money for the project, but would hope to get funds through other sources.

After some further discussion, Mr. Smurzynski noted that the Dexter House would not solve the library expansion problem, that the building could be restored to some extent although the cost was a serious consideration, but that the Commission would like the Robbins Library to sponsor the move.

In answer to a question posed by the trustees, it was established that the Town Counsel had ruled that a gift to the Town of the house would need acceptance by the Town Meeting, but, because of the need for speed, the house could be placed temporarily on town property with permission by the Town Manager.

The project representatives left the meeting at 9:45 when Mr. Bilafer, Town Treasurer, arrived for the yearly check of library trust funds. After some discussion regarding the funds, Mr. Bilafer left with Mr. Homer, all the bank books to be examined at his convenience. Mr. Bilafer left the meeting at 11 o'clock.

Trust funds yearly check

The committee interested in the Dexter Project asked for an opinion from the Board by the following Friday, January 17, 1975. Consequently, the subject was reopened. After much discussion, the Board directed that a letter be sent to Mr. Smurzynski with the following wording:

"The trustees support the concept of the preservation of the first children's library in the country located in the 'so-called' Dexter House. The trustees, however, are unable to provide any financial support for such a project and stipulate that the building should not be placed on library property."

Opinion of board re: Dexter House

Personnel

Mrs. Hillier and the Library Director advised the Board members of a serious public relations problem caused by Mrs. Colcord, Branch Librarian, at the Fox Branch. With the knowledge of Mrs. Hillier, the Director has spoken to Mrs. Colcord giving her the choice of a transfer to the main library or of taking her retirement. Mrs. Colcord has requested a meeting with the Board members.

Mrs. Colcord

Voted: to meet with Mrs. Colcord on Tuesday evening, January 28, at 7:30.

Director's Position

Interviews will be scheduled on Monday and Friday mornings, interviewing to be done by Mesdames Hillier and Pinckney and Mr. Homer. After the initial evaluation, the forms and resumes will be forwarded to Mrs. Thompson and Mr. Doyle. The most qualified will be interviewed for selection by entire Board.

Interviewing for Director

Other

Voted: to send a letter of appreciation to Mr. Forte for his great assistance in the Robbins Library music series.

Letter to be sent to J. Forte

Mrs. Hillier suggested that the Friends of the Robbins Library be contacted for possible help in purchasing a conference table ($192) for the outer office of the Director's area. The trustees approved this suggestion.

F. of L. to be contacted re: conference table

The special meeting is scheduled for Tuesday, January 28, and the next regular meeting for Tuesday, February 11, 1975 at the usual time.

The meeting was adjourned at 12:15 a.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 28, 1975

The Board of Library Trustees met in special session on Tuesday evening, January 28, at 7 o'clock in the Junior Library. Present were Mesdames Hillier, Pinckney and Thompson, Messrs. Doyle and Homer and the Library Director, Judith E. Stromdahl.

Mrs. Hillier, Chairman, presided.

Correspondence

A copy of the letter from Paul A. Cameron of the Arlington Five Cents Savings Bank to the Town Treasurer enclosing the report of the trustees of the Elbridge Farmer Fund and a check for $2800 was received.

Letter from Mr. Cameron received re. E. Farmer Fund

Reports

Mrs. Hillier reported briefly on the special Town Meeting held on January 20.

Because she felt that it would be wiser to insert an article in the warrant for the regular Town Meeting requesting fine monies as suggested by Mr. O'Neill of the Finance Committee, Mrs. Hillier asked that the trustees' article on State Aid Funds be withdrawn. She also reported that the article for funds to correct the heating problems in the Technical Services was passed without opposition.

Fine monies & heating in Tech. Ser

Personnel

Voted: to appoint Mrs. Joan Caterino to replace Mrs. Colcord as Librarian of the Fox Branch at the rate of LS3, Min. ($10,300), the appointment subject to a six month trial basis.

J. Caterino to replace Mrs Colcord

Mrs. Hillier reminded the Board of the monetary gift which the staff and trustees were making to Mrs. Paradis, widow of the Head Custodian.

Gift to Mrs. Paradis

Hearings

Dates for two hearings were announced as follows:

Monday, February 3, at 8:30 - Hearing before the Finance Committee on the article submitted by the trustees requesting control of the fine money for the coming year.

Hearing on fine money

Saturday, February 8, at 9 a.m. - Meeting with the subcommittee of the

Finance Committee on the fiscal 1976 budget.

1976 budget

Dexter House

John Doyle brought the Board up to date on the Dexter House project. He informed the trustees that the Town Manager could not approve placing the Dexter House on town property until the Town Meeting had so voted. Mr. Doyle asked the trustees to express their support of the efforts being made to save the Dexter House.

Dexter House project

After some discussion, it was voted 4 - 1 that a copy of the January 14, 1975 vote of the library trustees in connection with the Dexter House be sent to the Town Manager. This vote "expressed the feeling that the restoration of this historic building would create a valuable asset to the Town of Arlington, although regretfully it will not be possible for the trustees to participate financially."

The next meeting was scheduled for Tuesday, February 11, at 7:30 o'clock.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

February 25, 1975

The Board of Library Trustees met on Tuesday evening, February 25, in the Junior Library at 7:30 o'clock. Present were Mesdames Hillier and Thompson, Messrs. Doyle and Homer and the Director, Judith E. Stromdahl. (Mrs. Pinckney was absent due to illness.)

Mrs. Hillier, Chairman, presided.

Correspondence

Correspondence consisted of the following:

A letter of appreciation from Mrs. Paradis for the gift of money from Trustees and staff of the Robbins Library.

Thank you letter from Mrs. Paradis

A request from Barry Barkley for use of Fox Branch for four meetings in March.

Request for use of Fox by B. Barkley

A letter from the Bicentennial Commission re grant request.

Letter from Bicentennial Com.

A letter applying for the Assistant Librarian's position.

Letter for Assis. Lib.

Reports

The Arlington Historical Society, through Mrs. Harry Baldwin, has requested permission to hang in the library on a temporary basis or until the Jason Russell House addition becomes a reality, a painting depicting events of April 19, 1775. So voted.

Painting requested to be hung for events 1775

The Director reported that Mrs. Caterino had assumed her new duties at the Fox Branch and was very happy in her work.

J. Caterino happy in her work

Director's Office

Announcement was made that the carpet had been laid in the Director's new office and that the conference table had been ordered. Selection of the draperies are to be left to Mesdames Hillier and Thompson.

Carpet laid in Directors new office, and conference table ordered

Article for Town Warrant

Mrs. Hillier brought the trustees up to date on action taken by the Finance Committee on the library's 1976 fiscal budget and the article requesting fine

money. From Mr. William Capron she learned that the Finance Committee restored $518 for audiovisual material and $720 for the movie projector and film carrousels to the budget, eliminating these items from the list of projects suggested in the request for the fine money. The Finance Committee also eliminated the $1586 voted by the Selectmen for shelving and restored $1000 to the book budget.

Re: Fine money

Audio-visual material, movie projector and film carrousels restored to budget

The Finance Committee also voted the substitute article for the warrant for the one inserted by the trustees.

Voted: "the sum of $3,114 be and hereby is appropriated for the support of a four month experiment to begin in October 1975 of opening the Robbins Library on Sunday afternoon; said sum to be transferred from available funds in the treasury and expended under the direction of the library trustees."

Sunday afternoon opening

Under Article 69 the Finance Committee has inserted the following:

> "The Finance Committee feels that if, in the opinion of the library trustees, this experiment proves successful, the library trustees can adjust schedules and keep the library open Sundays by absorbing the costs in the existing library budget."

After some discussion the trustees agreed that when the Finance Committee presents its substitute motion regarding Sunday openings, the trustees will express the opinion that in no way can they support the costs of Sunday openings out of the library budget.

Arlington Picture Project for Branches

The Director explained that the demand from the schools for material on Arlington including photographs and pictures was impossible to meet satisfactorily, and suggested that a selected group of historical pictures on Arlington should be duplicated for the two branches.

Demand for schools of material on Arlington

Voted: that the Director determine the cost involved in such a project and report at the next trustees meeting for possible funding from trust funds.

Staff Appointments

Discussion of appointments to fill vacant positions was tabled for another, perhaps special, meeting.

Friends of the Library Dinner

The trustees agreed that as usual a dinner should be planned for guests, library trustees and officers of the Friends of the Library prior to the National Library Week program. Mrs. Thompson was requested to make arrangements with the Winchester Country Club.

N.L.W. dinner

Concert Series

It was decided that the expenses involved in the Concert Series should be reviewed and funding for the series discussed. Mrs. Shea and Mr. Forte are to be invited to attend a Board meeting in the near future.

Expenses in Concert Series to be reviewed

The next regular meeting was scheduled for Tuesday, March 11, 1975.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

March 11, 1975

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, March 11, at 7:30 o'clock in the Junior Library. Present were Mesdames Hillier, Pinckney and Thompson, Messrs. Doyle and Homer, and the Director, Judith E. Stromdahl.

Mrs. Hillier, Chairman, presided.

The Secretary's report was read and accepted.

Correspondence

A letter from the Bureau of Library Extension informed the Trustees that Arlington had been certified for a 1975 state aid grant in the amount of $20,071.50.

Arlington certified 1975 state aid program

A letter from the Bicentennial Committee announcing the presentation of a musical with tickets at $2 for adults and $1 for children twelve and under.

Musical - Bicentennial

Reports

Trust Funds

Mr. Homer ~~gave a brief background~~ reported that ~~on the trust funds and explained~~ the transfer of the various funds to the Arlington Five Cents Savings Bank. was at the request of Town Treasurer John Bilafer.

He also reported that the funds had realized an increase of $1,297.43 in 1974 over 1973.

Funds transferred to Arlingto Five

Fire Emergency Policy

As the library has never had a policy to follow in emergencies such as fires, Mrs. Hillier proposed that a policy should be established and appointed Mrs. Pinckney and Mr. Doyle to work with a committee of staff members in formulating such a policy. Mrs. McQuaid was suggested as a committee member from the staff. When formulated, the plan is to be forwarded to the Town Manager.

Fire Emergency Committee

Building Changes

At the invitation of the Director, the Trustees visited the new offices on the second mezzanine floor and the new stack areas on the lower level. Mrs. Thompson was requested to purchase the drapes for the office area.

Trustees visit new office

Personnel

The Director reported that ~~Kenneth Doyle~~ Edward Smith had replaced Frederick O'Connell on the custodial staff pending a permanent appointment from Civil Service. She also reported that a temporary replacement for Florey Corelli had been secured through the program.

Custodians

National Library Week

Mrs. Hillier announced that arrangements for National Library Week were well underway. According to her, the Trustees have been requested to sit on the stage. In addition, she has invited Miss Hodges, who has served the Friends so well, to also be seated on the stage. The Director has been asked to be the "commercial" speaker.

NLW plans

Mrs. Hillier also suggested that a letter be sent to the School Department requesting the room behind the stage be cleaned up for the occasion.

Mrs. Thompson reported that she had made necessary arrangments for the dinner with the Winchester Country Club.

Staff

Upon the recommendation of Mrs. Hillier, Mrs. Rosalind Kantrowitz was appointed to the vacant position of Head of the Reference Services (LS3-Min). The appointment carries with it a six months probationary period. Mrs. Kantrowitz is well qualified having a Master's Degree in Science from Cornell, as well as a Master's in Library Science from Simmons. She has been with the Robbins Library for five years.

R. Kantrowitz Head of Ref. Ser.

The date for the next meeting is Tuesday, April 8, 1975.

The meeting was adjourned at 10:30.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

April 8, 1975

The Board of Library Trustees met on Tuesday evening, April 8, 1975, in the Junior Library at 7:30. Present were Mesdames Hillier, Pinckney and Thompson, Messrs. Doyle and Homer, and the Director, Judith E. Stromdahl.

Mrs. Hillier, Chairman, presided.

The Secretary's report was read and accepted with the addition of a phrase in the paragraph on Trust Funds.

Correspondence consisted of the following:

A letter from the Secretary of Communities and Development, Commonwealth of Massachusetts, advising the library that it has received matching grants for a "Photo Exhibit and Slide Show of History of Arlington" in connection with the Bicentennial observance.

Grants received in connec. with Bicentennial

A letter from the Board of Selectmen commending the Trustees and staff of the library for the assistance provided the children during the recent fire at the First Parish Unitarian Universalist Church.

Commendation re: help at Church fire

A communication from the Town Manager outlining Municipal Services Cost - Unitarian Universalist Church Fire.

Cost oulined from Tn. Mgr.

A letter from the Arlington Bicentennial Planning Committee regarding the change of date for the Bicentennial Colonial Ball to April 19, 1975.

Colonial Ball on 4/19/75

Reports

Building Changes

The Director gave a report of progress on the building changes which include the following:

Painting of large part of basement area, laying of pipe for telephone and electric cables in the Technical Services Department, transfer of all books in the 920 to 999 classes to the newly installed shelving on the lower level, and transfer of all bound magazines from the attic to the new shelving installed in the basement. The Director also noted that storm windows had been installed in the Technical Services Department, and the bid for the carpet has been awarded to Hauser.

Building changes

National Library Week

Mrs. Hillier advised the Trustees that the estimated cost of the reception for National Library Week ($516.38) will be considerably greater than in previous years; the lowest price available was $2.15 per person. The number of guests for the dinner to precede the program was established at 18. This number includes Mrs. Sullivan who is to accompany her speaker husband to Arlington.

Cost of reception NLW

It was suggested that tickets and invitations be sent to all artists who have participated in the Robbins Library Concert Series in appreciation of their service.

Invitations to artists

Bicentennial Music Festival

Mrs. Hillier presented the program which has been planned for the Bicentennial Musical Festival to be held at Town Hall in May. Funding for the following expenses was approved, to be paid from trust funds.

Music festival in May

It was voted to request the Friends of the Library to take charge of the refreshments for the Open House scheduled for Saturday afternoon at 4 o'clock.

The trustees also voted to meet in special session with Mrs. Peggy Shea and Mr. James Forte on Saturday afternoon, April 12, at two o'clock.

Director's Office

Mrs. Thompson reported that the draperies for the Director's office had been ordered some ten days ago from Grover Cronin in Waltham, and should be delivered and hung within the next three or four weeks.

Draperies in office

Fire Emergency Committee

The Director announced that Mrs. Peg Hooley and Mrs. Esther McQuaid had been appointed to work with Mrs. Pinckney and Mr. Doyle in formulating a plan of procedure for the library in case of an emergency. Mrs. Hillier requested that a preliminary report be presented at the May meeting if at all possible. A tentative date for the committee to meet was scheduled for Tuesday, April 15, at 3:30.

Fire Emergency Com.

Article 69

Mrs. Hillier reported briefly on the unfavorable action taken by Town Meeting on Article 69, apparently due to a breakdown in communication between the library and the Finance Committee. She is to write an explanatory letter to the Chairman, Mr. Robert O'Neill, who evidently was not advised by the Vice Chairman and other knowledgeable Finance Committee members that a substitute motion was to be presented.

Unfavorable action on Article 69

Dallin Lecture

Mrs. Hillier mentioned the desirability of having a lecture on Cyrus Dallin presented sometime in 1976 at the Dallin Branch, hopefully by Mr. Dell Francis of Utah, an authority on the sculptor and his work. The Board concurred and plans will proceed.

Lecture on Cyrus Dallin

Fox Branch

The Director read a most interesting report presented by Mrs. Joan Caterino covering the first six weeks of her appointment as librarian of the branch library. In her report, Mrs. Caterino suggested that two observation mirrors such as are in use in the Music Room of the main library be placed in two blind areas at the branch where supervision is impossible when only one person is on duty.

Observation mirrors at Fox

Voted: to purchase and install two mirrors.

Historical Society's Picture of 1775

Mrs. Hillier asked confirmation of her agreement with Mr. Gagnon of the Historical Society'to hang its newly executed bicentennial painting over the fireplace in the Junior Library on a temporary basis until the Historical Society's addition is completed. The painting in question measures 6' x 4' and has been executed by Ruth Berry of Lexington.

Bicentennial painting to be hung in Jr. Lib.

So voted.

General Expenditures

The Director submitted a statement of expenditures and balances through March 24, 1975. She noted that the light account was practically wiped out and questioned whether there would be enough funds in the fuel and telephone accounts to carry through the year. The Trustees agreed that the Finance Committee should be requested for necessary funds, and requested her to secure projected figures based on last year's bills to ascertain amounts needed. Before any action is taken, however, the Town Manager should be consulted.

Expenditures & balances thru 3/24/75

Break at Dallin Branch

The Director advised the Trustees of the loss of $71.60 from the Dallin Branch over the weekend of March 24, 1975. The money was taken from the safe in the closet of the librarian's office. No method of entry was discovered - no broken windows or locks. The Trustees agreed that the police should have been notified even though detection of culprit seemed impossible.

Break at Dallin

The date of the next regular meeting is scheduled for May 13.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

May 13, 1975

The trustees of the Robbins Library met for their regular monthly meeting on Tuesday evening, May 13, at 7:30 o'clock. Present were Mesdames Hillier, Pinckney and Thompson, Messrs. Doyle and Homer, and the Library Director, Miss Judith E. Stromdahl. Mrs. Hillier, Chairman, presided.

The first item on the agenda at 7:30 o'clock was a letter from Janet Rockwell to the Board which was followed by a presentation by five representatives from a Transcendental Meditation group requesting the use of the Fox Branch meeting room from time to time for introductory meetings. The group members explained that theirs was one of 400 nonprofit educational centers in the United States aiming, among other goals, to develop the full potential of mind and body in the individual, thereby contributing to the individual's maximum fulfillment in life.

Request from Transcendental Meditation group to use Fox

Mrs. Hillier thanked the group for presenting their cause in person, and before the members left, canvassed the trustees for their vote for or against allowing the group on occasion to hold preliminary meetings at the Fox Branch. The trustees were of one accord in granting permission. Having received their answer, the five representatives, after expressing their appreciation of the courteous treatment accorded them, left the meeting.

The secretary's report was then read and accepted.

Correspondence

Correspondence consisted of a letter from Christine M. Callahan, Town Clerk, with a certified copy of the vote under Act 69 of the Warrant for the 1975 Annual Town Meeting, authorizing the sum of $3,114 to be appropriated for support of a four months' experiment to open the Robbins Library on Sunday afternoons in the fall.

Opening library on Sunday

A letter from Alice R. Jelin, State Coordinator of the Bicentennial Activities of the Commonwealth of Massachusetts, advising that a check would shortly be forwarded for payment of matching funds regarding our Bicentennial project.

Matching funds for Bicentennial

A letter of resignation from Deena Jenkins, Children's Librarian at the Fox Branch. This was accepted with much regret.

Resigna- from D. Jenkins

A letter from Kenneth A. Cameron, Principal of the Stratton School, commending the staff of the Fox Library for the action taken in the emergency occurring outside the library building.

Letter from K. Cameron

Reports

Fire Safety

Mrs. Pinckney, for the subcommittee on safety, gave a report of progress, mentioning that all Board members and the Director had received a summary copy of the first meeting.

Committee on safety

Personnel

Mrs. Hillier presented the name of Miss Laura Roy of 96 Mt. Auburn Street, Watertown, to fill the vacancy created by the resignation of Mrs. Deena Jenkins, Children's Librarian at the Fox Branch. A graduate of Wellesley College with a Master's Degree from the School of Library Science, Simmons College, Miss Roy comes highly recommended by her professors as well as by the Supervisor of Work with Children at the Wellesley Free Library where she was employed while working for her Master's Degree. Her rate of pay has been set at $8848 (LS2 Min.).

Laura Roy to replace D. Jenkins

Student Government Day

The Director briefly recounted the interest shown by the student library trustees and library director who participated in the Student Government Day activities on Wednesday, May 7. Material for the students listing the duties of trustees and library director as well as a director's report and an agenda for a trustees meeting were distributed and discussed during the hour allotted to department orientation.

Student Government Day

Building and Grounds

The Director reported that one of the storm drains on the Town Hall side of the building had been vandalized causing a serious leaking condition in rainy weather and another leak in the roof causing leaks in the attic. Both conditions have been reported to the Maintenance Department.

Leaks in buildi

Tea for Miss Hodges

Mrs. Hillier reported that the tea for Miss Hodges to be given jointly by the Friends of the Library and the Board of Library Trustees was scheduled for Sunday afternoon, May 18, from 3 - 5 o'clock in the Reference Room of the library. Invitations were to be sent to paid-up members of the Friends and to personal friends of Miss Hodges' choosing.

Tea for E. Hodges

Director's Retirement

Mrs. Hillier discussed plans for the observance of the Director's retirement mentioning two dates, one for the Open House on Wednesday, June 18, and the other for the dinner scheduled for Sunday, June 29.

Observance of Directors retirement

Budget

The Director reported that only $99.44 was left in the appropriation for Light and Power, and $892.61 in the Fuel and Oil account. Approximately $5000 in additional monies will be needed by June 30.

> Voted: "that the Finance Committee be requested to transfer $5000 from the contingency fund to the library budget."

Appropriation for Light & Power and Fuel

Mrs. Hillier and the Director were charged to contact the Town Manager and advise him of the situation.

Summer Reading Program

According to the Director, the children's librarians have completed their plans for the summer reading activity. The Menotomy Riders, as the participants will be called, will advance along an historic trail through Arlington as they complete the reading of each book. After some discussion as to a general program to conclude the summer reading activity, the trustees voted that a sum of not more than $50 from the General Trust Fund might be expended for a program of interest to boys and girls.

Summer reading activity

Copier

The Director raised the question of the Savin Copying Machine which replaced the Dennison machine in December 1968. In January 1971, this was exchanged for an improved model at $68.44 per month, and in April 1971, an additional machine was installed at the Fox Branch at the same rental. (The leasing company was now the Diversified Equipment.) This machine at Fox did not prove to be profitable and the company was asked to remove it on January 5, 1972. The machine, however, was left at the branch until May 25, 1972 as proposed by the Savin Machine Corporation rent free.

Savin copying machine

As the machine at the main library had received heavy use, once again in January 1974, a new machine was installed on a five year lease basis, and the rent was advanced to $95.21 per month.

At the present time, enough paper has been purchased to carry through until January 1976, and the service contract is paid through February 1976. The only anticipated expense for the remainder of the year will be $17 per month for the E Mix, and the regular monthly rental payments.

The copier now has over $1500 in its account. The Director wondered if this should be applied to reduce the principal and interest of the machine.

The Trustees, however, voted to continue the present method inasmuch as the machine not only serves the public, but pays for all the copying done by the staff with a profit besides.

Accompanying this report is a copy of the leasing agreement.

American Library Association

It was brought to the attention of the trustees that no grants had been made to the staff members who attended the last ALA convention. Voted: that $25 from trust funds be given to Emily Cross, as well as the balance of the expenses which the Director paid for herself. To Mrs. O'Day, who plans to go to the ALA Conference in San Francisco in July, the trustees voted $75.

Grants for ALA

National Library Week and Friends of the Library

The National Library Week Program was discussed at some length. Concern was expressed with the type of speaker to be secured for the next year's effort. It was the consensus that a well known, dynamic person should be contracted for if at all possible. The trustees agreed that this year's speaker was much too scientific for the general public and lacked general appeal. Agreement was unanimous as well, that the Friends must begin at once to search for the 1976 speaker if they were to be successful in securing one acceptable for the program.

NLW speaker

The question of the purpose of the Friends organization was raised and the expenditure of its funds discussed. As a result, it was suggested that perhaps the first meeting in the fall should be an orientation meeting to acquaint the members with the purposes and goals of the organization, and giving them an understanding of its service aims.

Friends organi- zatior purpose

Mrs. Hillier announced that the annual meeting of the Friends has been scheduled for Tuesday evening, May 27, 1975, and is to be held at the Dallin Branch.

Next Meeting

The date of the next meeting was scheduled for Tuesday, June 10, at 7:30 p.m.

The meeting was adjourned at 10:45 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary
to the Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

June 11, 1975

The Board of Library Trustees met for its regular meeting on Wednesday evening, June 11, 1975, in the Junior Library at 7:30 o'clock. Present were Mesdames Hillier, Pinckney and Thompson, Messrs. Doyle and Homer, and the Library Director, Miss Judith E. Stromdahl. Mrs. Hillier, Chairman, presided.

The Secretary's report was accepted as prepared and distributed after the spelling of Janet Rothrock's name was corrected.

Correspondence

Correspondence consisted of the following:

Letters from E. Hodges and Janet Rothrock

A letter of thanks from Elizabeth Hodges for the reception in her honor.

A letter from Janet Rothrock, Chairman of the Arlington International Meditation Society, thanking the Trustees for the opportunity to meet with the Board.

Letter from Lida Barber

A letter from Lida E. Barber, Secretary of the Arlington Historical Society, extending the Society's appreciation to the Trustees for giving the painting "Battle at the Jason Russell House" a temporary home.

Reports

Reference Room Windows

Reference Room windows

The Trustees examined the two Reference Room windows which had been unsealed by the Maintenance Department men. After some discussion, the Director was asked to consult with Mr. Wright of the Maintenance Department and get his advice as to how the window frames can best be repaired and determine if the present budget could cover any costs involved. If funds prove to be insufficient, the men should be authorized to unseal and repair as many as funds will allow.

Safety Committee

Mrs. Pinckneys report on Safety Com.

Mrs. Pinckney reported for the Safety Committee. Committee recommendations included the following:

To have parking space relined.

To have a plan of the building drawn up indicating best exit for each area.

To have a sign posted over the elevator advising patrons and staff not to use it in case of fire.

To arrange with Mr. Proctor for a fire drill.

Parking facilities were discussed. It was suggested that in the interests of public relations, as many spaces as possible should be made available to the public. However, it was indicated that after more study and research, definite recommendations would be made.

Voted: to accept the recommendations of the Safety Committee.

It was also suggested that the motion detection system should be tested, and to check to see if there is a central control for the fire alarm system.

Request for Use of Hall

The Arlington Food Coop's request to use the Fox Meeting Room was granted. The Director, however, was asked to check with Russ Eckel as to the status of the Coop.

Request of Arlington Food Coop to use Fox

Budget Deficit

The Director reported that the bills for Light and Power were in excess of what was appropriated in the budget. She was advised to contact Larry Doetjen and ask for a transfer of funds for the necessary amount.

Bills for light & power in excess

Director's Position

The Trustees voted that the following three candidates be submitted to the Town Manager: Eleanor Arthur, Director of the Bedford Public Library, Phyllis Gilman, a resident of Arlington and Director of the Holliston Public Library, and Genevieve A. Moloney, Director of the Abbot Public Library in Marblehead.

Candidates submitted to Town Mgr.

New Business

At the request of Eric Kingson and Edward Lucas of the Department of Human Resources, the Trustees agreed to have them attend the next meeting for a short discussion on "the needs for human services in Arlington."

E. Kingson & E. Lucas to attend Trustees meeting

The Robbins Library Concert Series was discussed. It was voted to underwrite the series from trust funds in the same amount as during the past season ($4,375). If no other funding is received, the Music Department staff is to be requested to submit a program suggesting what can be done with this amount.

R.L. concert series discussed

As other town departments are scheduling films and movies several times a week during the summer months for both the young and the elderly, it was voted to terminate the library plans for outdoor movies this season.

No outdoor movies

Plans for the Director's reception concluded the meeting.

Plans for Directors reception

The date of the next meeting was scheduled for July 8.

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

July 22, 1975

The Board of Library Trustees met on Tuesday evening, July 22, 1975, at 7:30 in the Director's office. Present were Mesdames Hillier, Pinckney and Thompson, Mr. Homer, and the Library Director, Judith E. Stromdahl.

Mrs. Hillier, Chairman, conducted the meeting. The secretary's report was accepted as read and distributed.

Correspondence consisted of letters from the Town Manager announcing the reappointment of Mr. Homer and Mrs. Pinckney for another term of three years each.

Mr. Homer & Mrs. Pinckney reappt'd.

Reports

Payrolls

The Director reported that all town payrolls were to go on computer and checks were to be issued to library personnel weekly instead of semi-monthly. Mrs. Hooley and the Director had met with Miss Weyhe and a representative of the Harvard Trust, and had received instructions as to how to proceed. According to the Director, it is imperative to have back-up help for Mrs. Hooley in case of sickness or vacations.

Payrolls to go on computer

Safety Committee

Mrs. Pinckney reported that she had been present at the library when representatives from the Department of Public Safety tested the alarm system, and that she had been initiated into the intricacies of the equipment in the basement and outside the front door. She raised the question of public and staff parking and, after some discussion, it was agreed that more work and research were necessary to be followed by positive recommendations.

Alarm system tested

Voted: to accept the report of the Safety Committee. It was also agreed that Mr. Proctor should be requested to arrange a fire drill.

Budget Deficit

As reported earlier, a deficit of $4375 was expected in the light and energy account, and the Director reported that the bills had been sent to Town Hall for payment from exigency funds.

Deficit expected light & energy acct.

Personnel

Mrs. Hillier asked the Board to confirm the appointment of Mrs. Wilma Hawkins to fill the vacancy caused by the transfer of Mrs. Diane Alexander from the Reference Services to the Dallin Branch. Mrs. Hawkins is a graduate of the School of Library Science, University of Michigan, and has worked at the Herrick Public Library and the U.S.V.A. Hospital libraries at Ann Arbor, Michigan. She comes highly recommended. She was placed in LS 2 Intermediate at a salary of $9290, and began her work on July 1.

W. Hawkins appt. confirmed

Voted: to confirm the appointment of Mrs. Wilma Hawkins as a Reference Librarian at a salary of $9290.

Outdoor Movies

Voted: not to schedule outdoor movies on Wednesday and Friday evenings this summer inasmuch as other departments of the town were also planning outdoor movies on Monday and Wednesday evenings.

No outdoor movies on Wed. & Fri

Reference Room Windows

The Director reported that Mr. Quattrocchi had received a bid from B. Sash & Co. of Cambridge for 8 sashes at a quoted price of $592, which was within the amount budgeted in the 1975 budget.

Bid from B. Sash re: windows

Robbins Library Concert Series

The Director reported that a grant of $7000 in matching funds had been received from the Council of Arts and Humanities, and a proposed schedule for fall and winter programs was presented. According to Mrs. Shea and Mr. Forte, casualties resulting from this limited budget will include radio broadcasts, music coordinator's salary, clerical help, harpsichord rental, etc., unless help can be secured through a subscription and sponsorship drive.

Grant of $7,000 Arts & Humanities

Job Qualifications

Job qualifications were discussed briefly and are to be scheduled for review in the near future.

Job qualifications discussed

Bicentennial Lecture Series

It was agreed that it would be wise to omit the National Library Week program this year and support the Bicentennial Lecture Series. Scheduled for April is a talk on Libraries and Schools (Education) to be presented by Mrs. Kenneth Spengler. In lieu of the National Library Week program, it was suggested that the library present a family or children's program featuring a children's author and/or illustrator, this affair to be held on a Sunday afternoon.

NLW program to to omitted

Citizens Involvement Committee

The Chairman and the Director each reported that they had been interviewed by a member of the Citizens Involvement Committee and had answered a questionnaire, offering several suggestions.

Citizens Involvement Com.

Budget

The rest of the evening was spent in discussing the budget for fiscal 76.

Discussior
on budget

Voted: to meet in special session on July 31 and August 5 for budget purposes.

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

July 31, 1975

The Board of Library Trustees met in special session on Thursday evening, July 31, 1975, in the office at 7:30. Present were Mesdames Hillier, Pinckney and Thompson, Messrs. Doyle and Homer, and the Library Director, Judith E. Stromdahl. Mrs. Hillier, Chairman, presided.

Budget discussion

Assistant to the Town Manager, Larry Deetjen, attended this meeting, and the whole evening was spent discussing the program budget for fiscal 76. Mr. Deetjen explained the philosophy of the budget as planned, explaining that a book was to be published for the taxpayers' information to acquaint them with the programs and costs of the various departments in town.

Mr. Deetjen also asked the trustees to formulate ten or twelve management objectives and some time was spent in a discussion of these objectives.

The meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

August 5, 1975

The Board of Library Trustees met in special session in the office at 7:30 o'clock on Tuesday evening, August 5, 1975. Present were Mrs. Hillier, Messrs. Doyle and Homer, and the Library Director, Judith E. Stromdahl.

Mrs. Hillier, Chairman, presided.

Elementary School Libraries

Mrs. Hillier brought to the attention of the trustees the fact that the School Department was advertising for a Media Specialist, presumably to head all the school libraries. This brought up the question of the relationship of the Robbins Library and the elementary school libraries. The trustees expressed a strong feeling that the cooperative effort should be continued and the best in the program preserved. It was suggested that the Chairman and the Director should seek an appointment with Mr. Gibbs to discuss the matter.

Media Specialis for school librar-ies

Newspaper Publicity

It was suggested that the possibility of listing the new books each week in the Advocate should be investigated.

Listing of new books in Advocate

Goals and Objectives

The goals and objectives as prepared by the Director for inclusion in the publication being prepared by the Town Manager were discussed and revised, and a chart showing the expenditures for departments and branches for fiscal 75 was studied. Again the remainder of the meeting was devoted to the budget for fiscal 77.

Goals & objec-tives in publica-tion

The meeting was adjourned at 11 p.m.

Respectfully submitted,

Judith E. Stromdahl
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

September 9, 1975

The Board of Library Trustees met on Tuesday evening, September 9, at 7:30, in the Director's office. Present were Janemarie Hillier, John Doyle, William Homer, Bette Pinckney, Maude Thompson, Judith E. Stromdahl, outgoing Library Director, and Eleanor Arthur, incoming Director.

Signing of bills

Mrs. Hillier raised for clarification the reason Trustees sign the bills. This practice was established so that Trustees would be aware of the expenditures of the library, but is not required by statute.

Letter from Rell G. Francis re: borrowing of statuette

Mrs. Arthur read a letter from Rell G. Francis, acting director of the Springville Museum of Art, Springville, Utah. The museum requested to borrow the Dallin statuette of Red Bird and Daughter from the Dallin Branch to display in their bicentennial exhibit of Dallin's works. The exhibit begins in January 1976 and will remain intact for one year. The museum would pay for all insurance, shipping charges, and give proper credits.

The Trustees instructed the Director to explore the matter further with Mr. Francis. They further suggested that the Dallin works be appraised, and that the museum be informed as to the insurance we would require and the appropriate professional packing and shipping. If a suitable agreement can be reached, it will be detailed in writing.

The minutes of July 22, July 31, and August 5, 1975 were approved with some corrections.

Work on program budget

Mrs. Arthur reported that work on the new program budget was in process. Mr. Marquis has stressed that a budget at 90% of last year's total is required from all town departments. Mr. Deetjen has a deadline of September 19 for program summary statements. The Trustees agreed to meet September 16, September 23, and September 30 at 7:30 to work on the budget.

Exhibit of pictures in connection with Bicentennial

Mrs. Hillier reported on plans to exhibit pictures at Town Hall in conjunction with the Bicentennial Lecture Series. She will see if mounting boards can be obtained for minimal expense through Trust Funds. Otherwise existing library display panels will be used.

J. Caterino's appt. approved

Mrs. Caterino's permanent appointment was approved. The Director and Trustees are pleased with the improvements at the Fox Branch under her leadership. Mrs. Arthur will meet with her to review her progress and future plans and inform her of her permanent appointment.

Instructional Media &

Mr. Doyle circulated the posted qualifications for the position of Director, Instructional Media and Technology for the public schools. Mrs. Hillier, Miss

Stromdahl, and Mrs. Arthur will visit Mr. Gibbs in the schools on September 12th. They hope to clarify the relationship between the Public Library and the School system and to determine the effect this new position will have on Mrs. McQuaid. In addition they will express their hope that the new position will receive the greatest possible publicity, that the schools would broaden the requirements, and that they would extend the application deadline so as to find the most qualified candidate. Mrs. Arthur is to get from the Department of Education the requirements for Library Media Specialist so that the Trustees may familiarize themselves with them.

Technology Director position

Mrs. Arthur reported on an unfortunate personnel situation in which a staff member was rude to a patron. Mrs. Hillier read to the Trustees her copy of a letter to the staff member from Mrs. Arthur, placing him on three months probation.

Rudeness of staff member

Job descriptions were distributed and will be discussed at the September 23rd meeting.

Job descriptions distributed

A discussion ensued of the role of Trustees and Administration in hiring professional librarians. Mrs. Arthur welcomes the consultation and advice of Trustees, and appreciates their confidence in her professional judgment as to recommendations for employment. The Trustees agreed to continue having Mrs. Hillier participate in interviewing through December. At the January meeting the procedure will be reviewed.

Hiring of professional librarian

Mrs. Pinckney asked that Fire Safety be placed on the agenda for October 14th.

Fire Safety

Mr. Doyle reported that he had met with Mr. Wright about parking problems. Mr. Wright's department will paint lines in the back parking lot, but enforcement must be worked out with Mr. Blomquist. He will put in curbing. No additional space is available and no grass will be taken. Mr. Doyle still must consider the position of lines, which spaces are to be reserved, and follow up with police about enforcement.

Parking problems

Mrs. Hillier reported that the library has some $200 in the Town Manager's Out of State Travel account. Mrs. Arthur will be attending NELA in Portsmouth, N. H. on September 28, 29 and 30. Travel to in-state meetings is allowed at 12¢ a mile, but consideration must be given as to where it will be found in our budget.

Meetings Travel

The Trustees voted to contribute $5.00 apiece to a fund for refreshments for meetings.

Fund for refreshments

The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Eleanor Arthur
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

September 16, 1975

The Board of Library Trustees met on Tuesday evening, September 16th, at 7:30, in the Director's office. Present were Janemarie Hillier, John Doyle, William Homer, Bette Pinckney, Maude Thompson, and Eleanor Arthur, Library Director.

Due to a conflict, the next meeting was postponed until Wednesday, September 24th at 7:30. Mrs. Arthur was asked to notify Mrs. Martin Camacho, who has requested to present to the Board her reasons for wishing to use the Fox Branch Meeting Room.

Mrs. Camacho to be at meeting Sept. 24

Mrs. Hillier reported on the meeting which she, Miss Stromdahl, and Mrs. Arthur had with Mr. Gibbs on September 12. They had visited the new libraries at Center and Parmenter schools and reported to Mr. Gibbs that they were sadly unready for opening, and that the librarian is now responsible for three schools with as many as eleven classes scheduled a day. Mr. Gibbs offered to provide extra help to get the libraries set up. Mr. McKay then came in to discuss the new Media Specialist position. He affirmed that the position would be advertised in both library and education schools, that skills in both media and library would be required and that any person with only one would be required to obtain the other. He would hold the position open as long as it took to find a suitable candidate. Mr. Gibbs said their interest was in an integrated program of media and libraries, kindergarten through 12, including both school and public library facilities. They will be calling in outside consultants to work with school and public library systems to reexamine the organizational relationship. At this point they foresee no change in Mrs. McQuaid's role with the schools.

Meeting with Mr. Gibbs on Sept. 12

Media Specialist position

Mrs. Arthur brought up Mrs. McQuaid's recommendation to use her school budget to raise the pay of the one clerk remaining in the school program. Concern was expressed that enough hours of help be secured to do the work. Mrs. Arthur will consult with Mr. Houghton about restrictions placed on the setting of salaries for these clerks.

Clerk in school program

The Trustees decided to submit the names of James Forte and Charles Grady to the Chamber of Commerce as outstanding citizens.

J. Forte & C. Grady

Attention was then directed to the F Y 76 budget. The library appears to be underbudgeted $4388 for electricity and fuel this year. The Trustees agreed to reduce bindery by $2938, library supplies by $800, association dues by $400 and contractual services by $250.

F Y 76 budget

Restoring this amount to the F Y 77 budget and meeting inflationary costs leave the library hard put to come up with a status quo budget, much less identify areas for a 10% cut. The Trustees agreed to return next Wednesday with

suggestions to arrive at a 10% reduction. It was agreed that falling below state aid requirements for books and periodicals would be regrettable but might have to be an option to consider.

In the process of examining the budget, the following questions were raised as subject for further study:

Questions raised for study

1. Charging delinquent patrons postage costs of reminders.
2. Estimating percentage of book money which goes toward replacements.
3. Examination of meeting room policy and procedures.
4. Assessing cost of cataloging a book.
5. Evaluating microfilm use.

The meeting was adjourned at 11:45 p.m.

Respectfully submitted,

Eleanor Arthur
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

September 24, 1975

The Board of Library Trustees met on Wednesday evening, September 24, 1975, at 7:30 in the Director's office. Present were Janemarie Hillier, John Doyle, William Homer, Bette Pinckney, Maude Thompson, and Eleanor Arthur, Library Director.

Mrs. Martin Camacho and associate presented their request to use the Fox Branch for an opportunity for the students of many local music teachers to perform. The group is nonprofit and educational in nature.

Request for Fox Branch to be used

The Trustees addressed themselves to possible areas where a 10% cut in the FY 76 budget could be found for FY 77, remembering that the FY 76 budget is already deficient as a result of underbudgeting for fuel and electricity.

Their recommendations were:

Recommendations for cuts in budget

Cuts

Capital expenses	14,588
Personal services	17,000
(16 hour reduction in	(4,000)
(reference	( )
(1 day/week cut in	(13,000)
(branches	( )
	31,588

Income

Meeting room charge	4,600
Fines	12,800
Postage charge	100
	17,500
State Aid	20,071.50

The meeting adjourned at 11:30 p.m.

Respectfully submitted,

Eleanor Arthur
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

October 7, 1975

The Board of Library Trustees met on Tuesday evening, October 7th, at 7:30 in the Director's office. Present were Janemarie Hillier, John Doyle, William Homer, Jr., Bette Pinckney, Maude Thompson, and Eleanor Arthur, Library Director.

Hours of E. Wiese

Mrs. Arthur reported that Epi Wiese had been notified that day that she was to include with her statement of hours worked a description of the activities she had been involved in. Her September hours were turned in with the explanation that most of them were for vacation. This raised a question as to the Trustees' understanding of the nature of her job and benefits. It was agreed that the Trustees would meet with her at a later date to clarify the situation.

L. Gruber fund

Mr. Homer recommended investing in 4 year 7 1/4 7~~½~~% CD's from the Louise Gruber Fund. His recommendation was approved with one opposed. The Trustees agreed to review at a later date the practice of keeping all the funds in one bank, as recommended by the Town Treasurer.

Chamber of Commerce dinner - J. Forte

The Trustees were all encouraged to attend the Chamber of Commerce Dinner Dance in support of Jim Forte, Citizen of the Year. Mrs. Hillier will see about getting a table for the group.

Music Archives

Music mailing

The Trustees decided to hold discussion of the Music Archives until later. A request for postage money for a mailing to musicians about Mr. Forte's honor was turned down. Mr. Homer agreed instead to comment on the Citizen of the Year Award when he introduces the opening concert.

Bulletin Bd. displays

The policy on handouts and bulletin board displays was reviewed. The Trustees decided to display materials from all groups, placing limitations on length of time of display in order to deal with the space problem.

Framing of prints

The Schwamb Mill has offered to frame prints for the library at half price. Mrs. Hillier was asked to find out what that price would be before making any commitment. It was agreed that only library pictures would be framed if the mill's offer is accepted, as they are doing it as a special community service.

Parmenter PTA request for art prints

The Parmenter PTA has requested up to 12 circulating art prints for a 3 month period. The Trustees voted to allow up to twelve to circulate for an extended period at any one time, provided they were not in great demand.

Opening of library on Sundays

Mrs. Arthur reported that she would be unable to open the library on Sundays until December or January, due to the time consumed by budget preparation and interviewing for an Assistant Librarian. As soon as deadlines are met, she will begin

the process of filling openings for Sunday.

Town Mgr's discussion on budget

The Town Manager has discussed his ceiling figures on the budget submitted to him in program form. He agreed to increased revenue and decreased spending equal to $31,000.

Increased revenue:

Meeting room charge

$5/hr. to nonlibrary, non-town government groups	$4600
Increase in overdue and lost book fees	4261

Cuts in personal services:

Professional library assistant	LS 2	Max	16 hrs.	4310
Professional library assistant	LS 2	Max	11 hrs.	2963
80% work study students	AG 1	Min	105 hrs.	14,866
				$31,000

It was agreed that if the federally funded work study program didn't work out, branch hours would have to be curtailed to make up for the remainder of the cuts.

Round One Budget

Mrs. Arthur explained the problems involved in meeting the deadline with the Round One Budget, namely that Mrs. Hooley's ability to provide personnel figures was inhibited by demands from Town Hall relating to the computer. The Trustees affirmed that the budget must take priority at this point.

Round Two Budget

The Round Two Budget in line item format is to reflect the Trustees' request, which the Finance Committee can then compare with the Town Manager's recommendation of FY 76 minus $31,000. Seven copies of Round Two are due to the Town Manager on October 20. Thirty four copies, including the Manager's recommendation, are due November 7th.

Line Item Budget

Expenses will probably remain the same in the Line Item Budget as in the Program Budget, with the exception of books and periodicals which must equal 12% of our total budget (including cost-of-living increases) to qualify for state aid.

Ceiling of 6,000

The Town Manager has given us a ceiling of $6,000 in capital outlay, to be used primarily for Buildings and Grounds.

At our October 14 meeting, we will consider personnel to be included in the Line Item Budget, Capital Outlay within the $6,000 ceiling, and additional Capital Outlay to be requested in the Line Item budget.

Two Caramate projectors to be returned

Two of the five Caramate projectors purchased for the Bicentennial are to be returned for credit. The purchase of five was an oversight since items were restored to our budget after the submission of the Bicentennial grant. There are not enough slides to adequately supply five shows simultaneously for any period of time.

The meeting adjourned at 11:00 p.m.

Respectfully submitted,

Eleanor Arthur
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

October 14, 1975

The Board of Library Trustees met on Tuesday evening, October 14th, at 7:30 in the Director's office. Present were Janemarie Hillier, John Doyle, William Homer, Jr., Bette Pinckney, Maude Thompson, and Eleanor Arthur, Library Director.

Because of the urgency of the budget, the reading of the minutes and other items on the agenda were tabled until next meeting.

Mrs. Hillier reported that the Schwamb Mill is willing to frame the prints selected by Epi Wiese for $15.50 per frame. The Trustees approved framing not to exceed $300.

Framing of prints

The remainder of the evening was spent in the preparation of the budget.

The Trustees approved the appointment of Jean McIntyre as Assistant Librarian at LS 5 Intermediate effective November 3, 1975.

Appt. of Jean McIntyr approve

The meeting adjourned at 10:30 p.m.

Respectfully submitted,

Eleanor Arthur
Library Director and Secretary to the
Board of Library Trustees

PRELIMINARY CLARIFICATION OF DUTIES

DIRECTOR

- Planning and evaluation
- Questions of policy established by the Trustees
- Staff appointments, transfers, promotions
- Budget preparation
- Supervision of library expenditures
- Supervision of Technical Services, Jr. Library - School Libraries, Custodians
- Maintenance of buildings and grounds
- Interface with
    - Town Government
    - Regional Systems
    - Other Libraries
    - State and Federal Government
    - Community Groups
    - Friends of the Library

ASSISTANT LIBRARIAN

- Supervision of
    - Branches
    - Reference
    - Circulation
    - Young Adult
    - Music and Art
- Book selection
- Supervision and participation in Adult Services Dept.
- Coordinates publicity
- Appointment of high school and college help
- Helps with budget preparation
- Coordinates volunteers

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

November 4, 1975

The Board of Library Trustees met on Tuesday evening, November 4, at 7:30 in the Director's office. Present were Janemarie Hillier, John Doyle, William Homer, Jr., Bette Pinckney, Maude Thompson, and Eleanor Arthur, Library Director.

The minutes of the October 14th meeting were accepted as read.

Meeting with Mark Mitchell, Architect

Mrs. Hillier reported on correspondence from Architect Mark Mitchell requesting to meet with the Trustees at the December meeting. The Trustees agreed to include him on the agenda if there appeared to be time when the December agenda was formed. Mrs. Arthur is to arrange for a meeting with him to tour the library prior to the December meeting.

Christmas party discussed

The Christmas party was discussed. Mrs. Arthur is to poll the staff and select one of two dates, December 6th or 13th at the Edith M. Fox Branch. Mr. Doyle agreed to chair the committee for party arrangements.

Fire Safety

Dallin & Fox

Mrs. Pinckney reported on Fire Safety. A tour of the branches revealed the following:

Dallin - Fire exit signs are to be placed over doors.
Marking of location of fire extinguishers should be considered.
Emergency battery should be checked.

Fox - Provide light for emergency exit.
Replace battery in emergency lighting.
Investigate gas odor in furnace room.

Fire Drill & Diagram of bldg.

A fire drill should be held this month and every six months thereafter. The diagram of the building is to be reduced, copied and distributed to department heads. The Director agreed to carry out these plans and report to the December meeting as to her progress.

Trustees contribution to Bicentennial

The Trustees discussed their contribution to the Bicentennial Series. They agreed that tapes of the lecture series would be a valuable contribution to the Arlington Historical Collection. As for the pictures taken at the Lecture Series, the Trustees asked Mrs. Hillier and Mrs. Arthur to contact Pat Fitzmaurice to offer the library as a depository for the collection of pictures. The Trustees agreed to host a reception in the Reference Room after the May lecture, in cooperation with the Friends of the Library and the Arlington Historical Society with donated refreshments.

Mrs. Arthur reported Mr. Forte's concerns about the use of the piano at the Fox Branch. The Trustees confirmed that responsibility for the piano was theirs, and that they would bear in mind Mr. Forte's concerns with future requests for use of the piano.

Piano at Fox

The revised budget for the Concert Series was presented. The Trustees clarified that the figure they agreed to commit to the series in June was $4375, rather than the $4913 requested in the budget. Mr. Homer and Mrs. Hillier will meet with Lillian Weyhe to review the General Income Fund and determine what response to recommend to the Concert Series request.

Revised budget for Concert Series

Mrs. Hillier will also check with Dan Healy from the Friends of the Library about the status of their planning for a children's author program for National Library Week. Mr. Healy will be invited to attend the December meeting to discuss future plans.

NLW - Children's author's program

The Robbins Library Music Archives were discussed. Mrs. Hillier will have a lawyer review the program and procedure under consideration and report to the next meeting.

R.L. Music Archive

The seal in the Thermalpane windows at Fox Branch is broken, resulting in ugly discoloration. Mrs. Arthur will have Mr. Wright check with the manufacturers.

Windows at Fox

The Trustees considered the reclassification of the position of Principal Library Assistant. Mrs. Hillier and Mrs. Arthur will investigate the salaries for comparable positions in the town.

Reclassification of Prin. Lib. Asst.

The Assistant Librarian's job description was reviewed and amended as enclosed.

Mrs. Pinckney clarified that Trustees' signatures on bills paid for under the town appropriation indicates that the goods have been delivered and the bills should be paid.

Signatures on bills

Job descriptions will appear on the agenda for the next meeting, which will be December 9, at 7:30 p.m.

The meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Eleanor Arthur
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

November 18, 1975

The Board of Trustees met on Tuesday evening, November 18, at 7:30 in the Director's office. Present were Janemarie Hillier, John Doyle, William Homer, Jr., Bette Pinckney, Maude Thompson, and Eleanor Arthur, Library Director.

The minutes of the November 4th meeting were accepted.

Mrs. Hillier read correspondence from the Alliance of the First Parish Church requesting permission to use the Fox Branch meeting room and the piano for a recital. Use of the meeting room was approved but the use of the piano was discussed more fully. Mr. Homer will seek more information from the Alliance and the matter will be decided at the December meeting.

Church
Allianc
wishes
to use
Fox
Meetin
Room

letter recommendation for Wiese - Personal file

A letter from Epi Wiese was read suggesting that she meet with the Trustees in January and again in April or May to discuss the evolution of the tasks of the Print Curator and to make suggestions for the future. The Trustees agreed to include Epi on the January agenda.

Sugges-
tions fo
E. Wies

Mr. Homer reported on the status of the General Income Fund as it relates to the Robbins Library Concert Series. The Trustees reaffirmed their earlier decision to allocate no more than $4375 in Trust Funds towards the concert series regardless of the amount received from the Council on the Arts. The chairman will meet with Mr. Forte as soon as possible to clarify this with him.

R. L.
Concer
Series

The Christmas party will be December 6 at 7:00 p.m. at the Fox Branch. John Doyle will take responsibility for the arrangements, with Mr. Homer helping to set up. Mrs. Arthur will ask a custodian to set up the furniture Friday night.

Christ-
mas
party

The Trustees voted to send flowers to Mrs. McQuaid who is in the Malden Hospital.

Flowers
to E.
McQuaid

The Trustees voted to insure the Caramates before placing them in businesses.

Insure
Cara-
mates

John Doyle was elected Chairman of the Trustees. There will be a review of the roles of the Trustees at the December meeting so that the responsibilities can be shared by all.

J. Doyle
elected
Chairman

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Eleanor Arthur
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

December 9, 1975

The Board of Library Trustees met on Tuesday evening, December 9, 1975, in the Director's office at 7:30. Present were John Doyle, Janemarie Hillier, William Homer, Jr., Bette Pinckney, Maude Thompson, and Eleanor Arthur, Library Director.

The minutes of the November 18th meeting were accepted.

CIC Feedback

Mr. Doyle and Mrs. Arthur brought the Trustees up to date on the library's relations with the Citizen Involvement Committee. The Trustees read Mrs. Arthur's response to an article in Feedback mentioning the library and suggested submitting the full article along with an edited copy for publication. The Trustees discussed participation in the CIC's January 10th meeting. Mrs. Arthur agreed to represent the library that day.

Communication with staff

The Trustees discussed communication with staff and agreed to post their minutes and the Director's report for staff to see. They also suggested a meeting with the staff in the spring to discuss objectives for FY 1977 prior to the development of next year's budget.

Budget hearing

Mr. Doyle reported on the Selectmen's budget hearing. The Trustees asked him to write to Mr. Marquis expressing their wish to continue the established practice of meeting with him on the budget in future years.

Opening on Sundays

The library is scheduled to open Sundays as of January 4, 1976. Appropriate publicity will be arranged.

Policy statement

Mrs. Arthur distributed a policy statement she prepared at the request of the Town Manager, who is submitting to the Selectmen broad statements defining the scope of each department's activities in February. The Trustees will review the statement and be prepared to react to it and modify it at their next meeting.

Tuning of piano

Mr. Homer reported that the First Parish Alliance had agreed to tuning the piano after using the Fox Branch meeting room.

Money for concert series

Mr. Doyle met with Mr. Forte and will follow up in writing with the amount of money granted the concert series from the General Income Fund, the amount spent, and the balance through June 30.

Carrousels in banks

Mr. Homer has arranged for carrousels to be placed in Leader Federal and Arlington Five Cents Savings Bank after January 1st.

The Trustees thanked Mrs. Pinckney for her work on Fire Safety and referred the matter to Mrs. Arthur for implementation.

Mrs. Pinckney's work on Fire Safety

Mrs. Arthur recommended that the Trustees sign a contract with Instant Copies of Wellesley for copier service. The Trustees requested further information on options available to them.

Copier service info.

The Trustees deferred job descriptions, trustee responsibilities, and schedule of trust funds' expirations to a later meeting. They agreed that they would need two meetings in January, the first to be January 6, 1976.

Two meetings in Jan.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Eleanor Arthur
Library Director and Secretary
to the Board of Library Trustees

ROBBINS LIBRARY

Policy Statement

LIBRARY GOALS

The Robbins Library is a community service institution whose goal is to assemble, organize, preserve, and make easily and freely available, directly and indirectly, to all, the use of printed and other materials which provide information, stimulation, education, recreation, and cultural experience, and to encourage the use of these materials.

As a member of the Eastern Massachusetts Regional Library System, the library strives to assure that residents receive equal access to the total library resources of Massachusetts.

To achieve these ends, the library resources include books and non book materials, periodicals, art work, music, and all types of library materials, and offers programs to make these materials available to the public.

The library is an institution which provides the climate and the resources, both material and human, to enable individuals and groups of all ages to be exposed to the experience and wisdom of mankind, and to use that experience in their own learning, growth, and development. This goal has implications for the process whereby the library programs and services are planned and operated.

PROCESS OF PLANNING AND OPERATION

This process involves the following phases consistently at both levels of application.

1. The establishment of a climate conducive to lifelong learning.
2. The creation of an organizational structure for participative planning.
3. The diagnosis of needs for learning and information.
4. The formulation of objectives.
5. The development of a design of activities.
6. The operation of the activities.
7. The rediagnosis of needs for learning and information (evaluation).[1]

ROLES OF TRUSTEES, ADMINISTRATION, STAFF

Four functions are essential to the planning and operation of a community service institution; trusteeship, management, administration, and leadership.

1. "Trusteeship is the holding of a charter of public trust for an institution."[2] The Town Manager Act of 1952, Section 22 establishes a Board of Library Trustees,"subject to the powers and duties of public library trustees established by law."[3] The Massachusetts General Laws, Chapter 78 says, "The board shall have the custody and management of the library and reading room and of all property owned by the town relating thereto."[4] The Town Manager Act states further that "in the performance of their duties they shall be subject to the general supervision and direction of the town manager. They shall have administration of all library trust funds."

   Trustees are legally responsible for the institution and everything that goes on in it. Trustees are not officers of administration. Trustees are laypersons, members and representatives of the general public whose trust they hold. As trustees they make trustee judgments, not administrative or professional judgments.[5]

2. Management - Above and beyond the specific actions which trustees themselves must take and those which they may delegate to the library administration, the trustees perform the following major functions in the management of the library:

   a. To set the goals and to define the obligations and the general premises - or the concept - of the library, and to prepare and submit an annual budget adequate to secure these objectives.

   b. To appoint the top administrative staff and to design the top administrative structure of the library, subject to the approval of the Town Manager.

   c. To assess, at appropriate times, the performance of the library, its major parts, and the work of the library administration in the pursuit of the established goals.

   d. To take appropriate action based on that assessment. 6.

3. Administration is a function designed by trustees but carried out by the administrative staff. Administration includes all of the overseeing and decisionmaking functions not specifically reserved for trustees. These include:

   a. Planning - both strategic and tactical - to accomplish goals;

   b. Organizing the total effort.

   c. Controlling - assembling and analyzing data and directing operations; and

   d. Support of the above by functional staffs in program development, public relations, personnel, accounting, etc.

   Administration will establish specific policies and programs under the general premises established by trustees. They are responsible for all actions necessary to carry out the full complement of policies required to reach the goals set by trustees.7.

4. Leadership - is available to everyone in the library who has the competence, values, and temperament for it.8. The library provides opportunities for staff at all levels to develop skills in leadership and to participate in the planning and operation of programs and services.

   Trustees lead but they do not administer.
   Administrators both lead and administer.
   Staff both administers and sometimes leads, although its primary function is to perform the tasks of the library.

PARTICIPATORY MANAGEMENT

Participatory management is a management process, consultative in nature, which involves staff, trustees, and the public in making decisions that will improve library service or solve library problems by utilizing the ideas of those affected or concerned. It requires an open, cooperative atmosphere. It encourages initiative and ingenuity, and seeks input - ideas, experiences and viewpoints - from all concerned. It is particularly valuable in times of change or whenever improvements are sought. The results of an effective application of participatory management within the organization should improve the calibre of decisionmaking, achieve better results when decisions are implemented and increase the self-motivation of the staff. Programs developed in dialogue with the community are more likely to respond to real community needs, and therefore to be more effective, and to have more community

support.

To create the environment necessary for a successful participatory management program, all staff must be aware of the philosophic commitment of the library that people have some means of participation in the decisions that affect them. It must be bolstered by effective lateral and vertical communication that facilitates the full flow of information.

Participants should be aided in their roles by a program of continuing education and training and by free access to essential background information on specific issues. Participants must also understand the limits for the use of participatory management in decisionmaking.

Participatory management implies personal interaction. Management and supervisory personnel should encourage this interaction by being easily accessible, receptive, earnest listeners. Management and supervisory personnel should give considered responses to staff proposals, report results regularly and promptly, and encourage feedback from staff. Staff, on the other hand, have the responsibility to study issues carefully, to make recommendations.backed by sound reasons, and to support the decisions reached through this process. The goal of participatory management is to improve library service through staff action, utilizing the talents of all to the maximum degree possible.

Participatory management should be used in as many situations as possible and at all levels within the organization - in departments, and by middle and top management. It should be employed in setting goals, establishing priorities, making long-range plans, and evaluating programs, policies and procedures. Its use is particularly appropriate when the nature of the decision requires substantial staff input, when a decision will have broad impact, or when there is a known divergence of opinion on the issue within the library. It should be applied after a problem has been identified by staff, a department, management, the public, a group outside the library, or through comparison with similar agencies.

Participatory management should be applied during the decisionmaking process and should affect, but will not necessarily determine, final decisions made by management and supervisors. Some circumstances, e.g. emergencies, impacts from outside the organization, the nature of the problem itself, may preclude the use of the participatory management process.

It is recognized by the director that participatory management is a "management style" that cannot be imposed upon those who believe it to be ineffective or unworkable. The purpose of this policy statment is to clarify it and to encourage its use whenever possible.

An appeal process should be available at all levels when decisions appear unclear or unsatisfactory.

Participants must gather the factual information necessary to make a judgment, and should be allowed sufficient time to do so.

Participatory management should be applied in one-to-one interviews, in open staff meetings - involving as many staff as possible - and in meetings of department staffs and personnel with similar interests. Informal discussion between management and staff should be utilized.

Staff committees and task forces - standing or ad hoc - may be selected by management, elected by peers.or recruited from volunteers; they should include a variety of staff in terms of classification and area of service. Other tools for gaining information for participatory management decisions are hearings, surveys, questionnaires, suggestion box, the ballot procedure, and advisory committees of

citizens. New or revised policies and procedures should be field-tested for reactions among those affected by the changes. 9.

ROLE OF THE LIBRARY IN THE COMMUNITY

The informational, educational, cultural and recreational functions of the public library are closely akin to many other agencies in the community, and yet the Robbins Library attempts to identify a unique role for itself, both as a municipal department of the Town of Arlington, and as a member of the Eastern Massachusetts Regional Library System.

The National Commission on Libraries and Information Science has recently referred to knowledge as "a national resource as critical to the nation's well-being and security as any natural resource, such as water or coal."[10] It goes on to point to the need for a plan to coordinate growth and usage of knowledge resources, so that they, like many natural resources, will no longer be wasted and inefficiently utilized.

The Robbins Library is in a continual process of role definition, in dialogue with the community and with other agencies.

The library service program for children through grade 6 is a coordinated program for the elementary school libraries and the public library, under the supervision of the Supervisor of Children's Services of the Robbins Library. The objectives of the Public Library Children's Program are to make a wide and varied collection of books and other materials available to help children in knowledge, understanding and enjoyment, and to provide guidance in the choice of books and the use of reference and research materials. Library service is also provided to the many adults who work with children in the community. The Supervisor of Children's Services serves as supervisor-consultant to the elementary school library program. This program does not duplicate the public library services. It provides curriculum related materials for the school program and has a positive, active teaching function.

Young Adult and Adult Services Librarians work closely with representatives from school libraries and other community agencies to determine needs of specific groups of citizens and to provide information or other services as it seems appropriate. It is the library's policy to provide a basic collection sufficient to respond to the general information needs of the community, to avoid duplication of effort with other agencies, and to develop special responses to those changing groups in society who have unmet needs and may find traditional library service unrelated to their situation.

The Young Adult Department works to provide services and resources to meet the educational and recreational needs of this transitional age group, mainly high school students, to help them become adult readers. They need guidance in their reading, resource material for their school projects and term papers, and encouragement in maintaining an interest in books during their formative years.

The objectives of the Reference and Business Services are to make available through a staff of trained personnel, a wide range of material for research and informational purposes. The Reference Staff participates in the selection of materials and may offer book talks and other programs to the community.

Through several special projects, the library has developed a rich local history collection, supplemented by oral history and photographs of Arlington old and new.

The Circulation Department provides materials for home use for adults which will contribute to their intellectual growth, enable them to keep pace with progress, and offer materials for leisure time enjoyment.

Music and Art Services make available, in addition to books and reference material on art and music, recordings of classical, semiclassical and popular music, documentaries, educational material, speeches and poetry, as well as supplying films for home, institutions, and nursing homes through the Massachusetts Film Cooperative, the Eastern Massachusetts Regional Library System and other sources. They also provides concerts, workshops and other programs related to art and music.

The library reaches out into the community to provide services easily accessible to groups with special needs. For the inhabitants of neighborhood areas, Branch Libraries make available books, periodicals, and other material of a more popular nature in recreational and informational reading. One unique service of the Fox Branch Library is the public meeting room. The room may be reserved by nonprofit civic, educational and cultural groups on approval of the Board of Library Trustees. The library delivers books and materials to patients at the Symmes Hospital who would be unable to visit the library while hospitalized.

As a member of the Eastern Massachusetts Regional Library System, Arlington residents have access to materials from most public libraries in Massachusetts, with Boston Public Library as its library of last recourse. Materials and services are provided in the Robbins Library which seem most essential for ready reference and circulation. More specialized materials are obtained through the regional system. Robbins Library's special collections and services in business reference and in art and music serve also to strengthen the system, while our citizens have access to the differing specialties of the surrounding municipalities. It is the policy of the Robbins Library to seek opportunities for cooperation with other agencies and to develop and improve systems for the coordinated growth and use of knowledge resources available to residents of Arlington.

1. Malcolm S. Knowles, The Modern Practice of Adult Education (New York: Association Press, 1970), p. 54.
2. Robert K. Greenleaf, Trustees as Servants (Cambridge, Mass.: Center for Applied Studies, 1974), p. 3.
3. Arlington, Mass., Town Manager Act (1952), Section 22.
4. Massachusetts, General Laws, Chapter 78.
5. Greenleaf, 4.
6. Greenleaf, 4.
7. Greenleaf, 5.
8. Greenleaf, 5
9. Rochester Public Library, Administrative Policy Statement (1975).
10. U. S., National Commission on Libraries and Information Science, Toward a National Program for Library and Information Services: Goals for Action (Washington, D. C., 1975), p. ix.

Approved Jan. 6, 1976
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 6, 1976

The Board of Library Trustees met on Tuesday evening, January 6, 1976 in the Director's office at 7:30. Present were John Doyle, William Homer, Jr., Bette Pinckney, Maude Thompson, Jean McIntyre, Assistant Librarian, and Eleanor Arthur, Library Director.

The minutes of the November 18th meeting were corrected to show that the Trustees deferred action on insuring the Caramates until Mr. Homer checked with the banks about their own insurance.

Insurin
of Cara-
mates

The minutes of the December 9th meeting required the following corrections. Jean McIntyre, Assistant Librarian, was omitted from the list of those present. The minutes of the November 18th meeting were accepted as corrected. Correspondence was received from Mrs. McQuaid's sister thanking the Trustees for flowers sent to her when she was in the hospital. Mr. Doyle and Mrs. Arthur reported on the Selectmen's budget hearing. Mr. Homer will arrange for a carrousel to be placed in the Leader Federal Savings Bank. Mrs. Pinckney's Fire Safety Committee was discharged.

Correc-
tion on
minutes

Letter
from E.
McQuaid
sister

Report
on bud-
get
hearing

Carrou-
sel at
Leader
Fed. Sa
ings
Bank

The meeting was adjourned at 11:00 o'clock.

The minutes were accepted as corrected.

Mr. Doyle read correspondence from Anne Enquist thanking the Trustees for the Christmas party.

Corres
from A.
Enquist

The Citizens Involvement Committee wrote encouraging the community to participate in a dialogue for Feedback.

Letter
from
CIC

Eckankar requested permission to use the Fox meeting room for a free public introductory lecture. Permission was granted conditional on the receipt of a letter from the IRS showing that they are a nonprofit organization.

Request
from
Eckanka
for use
of Fox

The Arlington Art Association requested and was granted permission for their annual exhibit Opus V.

Art Ass
exhibit

Fred Pitcher wrote announcing the deadline for Town Meeting Warrant, January 19, 1976. The Trustees voted to submit the following article:

> To see if the Town will appropriate a sum for the support of library service on thirty-seven Sundays, beginning September 1976; determine

Town meeting Warrant

how the money shall be raised and expended; or take any action relating thereto.

Cost estimated at $6077 on basis of this year's values.

Support of librar service on Sun.

Mr. Doyle read a letter from Peggy Henderson requesting reclassification to a professional position. The Director reported on the present assignments of responsibility for the Arlington Historical Collection. Action on reclassification was tabled to be taken up with discussion of job descriptions. Mr. Doyle agreed to write to Peggy, acknowledging her letter and referring her questions to the administration.

Letter from Peggy Henderson

The Trustees discussed the following areas for individual responsibilities:

Trust Funds
Building and Grounds
Personnel
Liaison with Friends of the Library
Art Collection
Maintaining and Strengthening Climate for New Building

The Trustees affirmed that it is the Trustees'role to set policy, and followed with a discussion of a policy statement to be submitted to the Manager. The Trustees' approved policy statement is attached. Mrs. Pinckney suggested a review of the minutes of previous Trustees' meetings to relate earlier positions taken to this current statement.

Policy statement

The Trustees signed a contract with the Council on Arts and Humanities for a Grant of $1890 for the Robbins Library Concert Series.

Grant of $1890 Concer Ser.

Mrs. Arthur reported on two pieces of state legislation reportedly filed for this session. The Trustees agreed that a bill granting fines to libraries instead of dog tax money would have little impact locally and might have a negative effect on relations with persons in town positions who are keys to the appropriations process. They also responded unfavorably to a bill which would make the Bureau of Library Extension independent of the Department of Education.

Two pieces of St. Legislation

Mrs. O'Day was granted $75.00 from Trust Funds towards her much more substantial expenses at the ALA Annual Convention for 1975.

M. O'Day granted $75 for AA

The Trustees recognized the new public meeting law as it relates to Towns, Chapter 303 of the Acts of 1975.

New public meetin law

Mrs. Arthur agreed to investigate with Mr. Blomquist the problems relating to the Dallin fire alarm.

The next meeting will be January 27 at 7:30 p.m.

The meeting was adjourned at 11:05 p.m.

Respectfully submitted,

Eleanor Arthur
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES
January 27, 1976

The Board of Library Trustees met on Tuesday evening, January 27, 1976, in the Director's office at 7:30. Present were John Doyle, Janemarie Hillier, William Homer, Jr., Maude Thompson, Epi Wiese, Esther McQuaid, Jean McIntyre, and Eleanor Arthur, Library Director.

The minutes of the January 6th meeting were accepted as corrected.

Mr. Doyle read the following correspondence:

1. A letter from the IRS declaring Eckankar a nonprofit organization, thus qualifying them to use the meeting room.

Eckankar - to use meeting room

2. A letter from the Kidney Foundation requesting use of the meeting room. Approval granted.
3. A letter from the Andros Society requesting use of the meeting room. Approval granted.
4. A letter from the Woman's Club music committee requesting use of the room and piano. Approval granted.

Kidney Foundation to use meeting room, also Andros Society & Woman's Club

5. Report of the Trustees of the Elbridge Farmer Fund and the Auditor's Report which were approved.

Report of Farmer Fund

6. A letter from the Catholic Women's Guild requesting use of meeting room on a Sunday afternoon. Approval granted if they pay the custodian. Trustees affirmed that this be an exception to the rule, and not to set a precedent to use the meeting room on Sundays.

Catholic Women's Guild to use meeting room on a Sunday

7. A letter from the Town Clerk enclosing a copy of the Acts of 1975 relevant to Towns.

Copy of the Acts of 1975

Epi Wiese, Curator of the Robbins Print Collection, discussed with the Trustees the background and present functions of her position. Mr. Homer agreed to review the print funds to assess the present resources, and suggested Epi submit a proposal for the year's expenditures.

Epi Wiese position

Epi suggested an alternative use of the funds might be the cataloging of the full collection. The appropriateness of an hourly wage for professional work was raised.

Cataloging full collection

Mrs. McQuaid discussed with the Trustees her work as supervisor of the elementary school library program. She expressed her concern that her job consisted of two full time positions requiring differing skills and attitudes.

Mrs. McQuaid's job

Questions were raised as to her role in the decisionmaking process of the school system, and her relationship to the school's administrative structure.

The Trustees agreed to invite Mr. Fagone from the school system to meet with them to inquire about his plans for the development of the library media program in the schools.

Mr. Fagone to meet with Trustees

The Trustees expressed their appreciation to Mrs. McQuaid for the excellent job she was doing in a position that was becoming increasingly demanding.

The Trustees raised the question of the Certificates of Deposit which are up for renewal. Since renewal is not scheduled until March 1, they tabled decisions until the next meeting.

Certificates of Deposit

Annual audit of bank books of Trust Funds was approved.

Approval was granted to the Arlington Art Association for use of the library's custodial services for Opus at the same level as last year. Additional time for setting up must be paid for by the group.

Arlington Art Assoc. custodial service

Mrs. Arthur reported on Manager's plan for merit increases and performance review

The Trustees expressed interest in pursuing Mrs. Yood's alternatives for hanging prints at the Fox at the expense of the Friends.

Hanging prints at Fox

Mrs. Hillier suggested the exploration with Drake Village of library services at this senior citizens' housing project. Mrs. Arthur agreed that it would fit with priorities as discussed by the department heads.

Library services at Drake Village

Charlotte Davidson will repair Paul Revere Statue.

The meeting was adjourned at 12:00 midnight.

A brief report on Sunday openings was given.

Respectfully submitted,

Eleanor Arthur
Director

MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

February 3, 1976

The Board of Library Trustees met on Tuesday evening, February 3, 1976, in the Director's office at 7:30. Present were John Doyle, Janemarie Hillier, William Homer, Jr., Bette Pinckney, Maude Thompson, Jean McIntyre and Eleanor Arthur, Library Director.

The minutes were accepted as corrected.

Mr. Doyle read the following correspondence:

Use of hall at Fox for Sr. Citizens Art Exhibit May 2

> A letter from the Arlington Art Association requesting permission to hold a Senior Citizens Art Exhibit on Sunday, May 2nd, from 2:00 - 4:00 p.m. in the Fox Branch meeting room. Permission was granted if they pay the custodian.

Permission to use hall to discuss street repair

> A letter from Denis Barrette requesting permission to use the meeting room in March for fifteen families to discuss street repair. Permission was granted.

The job description of Director was approved as amended.

Salary for E. Wiese

The Trustees voted to establish an annual salary for Epi Wiese of $6,000 or $500 a month for the performance of certain duties to be agreed upon.

Problem patron at Fox

Mrs. Arthur reported on the case of a problem patron at the Fox. The Trustees suggested consulting with Town Counsel before asking that the child visit the library only when accompanied by a parent.

Investments

The Trustees voted to renew the Certificates of Deposit now due, and to consider at a later time the placement of all investments.

Reserve fund transfer

Mrs. Arthur reported that the Reserve Fund Transfer requested in FY 75 was inadvertently never completed. The Trustees wished it to go on record that the Town Manager had verbally agreed with Mrs. Arthur, Miss Stromdahl, and Mrs. Hillier that this would not be carried over to FY 76, and that it should be taken care of as soon as possible.

P. Henderson permanent employee

Mrs. Arthur recommended that Peggy Henderson be made a permanent employee, as had been intended last July, that she receive a step increase, and that a

written review of her performance be placed in her file.

A budget for the concert series was considered.

Respectfully submitted,

Eleanor Arthur
Director

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

March 9, 1976

The Board of Library Trustees met on Tuesday evening, March 9, 1976, in the Director's office at 7:30. Present were John Doyle, Janemarie Hillier, William Homer, Jr., Bette Pinckney, Maude Thompson, Jean McIntyre, Assistant Librarian, and Eleanor Arthur, Library Director. Guests were Charles Fagone, George Rugg, and Kenneth DiNisco.

Second meeting March 17

Since the agenda was long, it was agreed to schedule a second meeting on March 17, 1976.

The minutes were accepted as corrected.

Letters from J. Hillier

E. Wiese

Mr. Doyle read the following correspondence:

> A letter from Janemarie Hillier thanking the trustees for the gift of a trivet.
>
> A letter from Epi Wiese on the subject of one person exhibits by Arlington artists, expressing the difficulty of developing criteria which maintain a standard of artistic excellence for the gallery without insulting a local resident. She had approached the Arlington Art Association, who was unwilling to select a person for a one person exhibit annually, but offered to provide a list of their more qualified members.

Meeting with C. Fagone re: School libraries

This discussion was suspended upon the arrival of Charles Fagone, Library-Media Director from the public schools. He spoke of his intention to continue close cooperation with public library. One of his priorities is a full time trained librarian in each elementary school. He also will see that no more space is taken from the school libraries. He and Mrs. McQuaid are visiting each elementary school. He sees no need to duplicate services. The school libraries support the curriculum. Reinforcement must come from the public library. He would like to explore all means of improving communication, for instance, reactivating the former library committee. He mentioned that at some time there would come a point where the Supervisor of Children's Services would work for one system or the other.

Desire for qualified school li- brarians

The Trustees stressed their concern that the library teaching program be the heart of the school library, and that there be qualified school librarians in every school.

They agreed to meet again soon to continue discussion.

Rebuilding of First Par- ish Churc

George Rugg and Kenneth DiNisco presented a summary of their plans for the rebuilding of the First Parish Church. They were especially interested in Feed-

back about a proposed parking lot adjacent to the right of way in front of the library. The First Parish owns the property to the curb in front of the library steps and will continue to allow the library to use the present parking area. This would allow the same parking spaces for library use and additional spaces for the church. Some administrative involvement would be required to keep both patrons from using the other's lot. The trustees appreciated the courtesy of the First Parish and recognized their rights to expand on their property. No serious objections were raised.

Parking spaces

The Trustees returned to consideration of Epi Wiese's letter and voted to meet with Epi at some future date to establish guidelines for local exhibitors.

To meet with E. Wiese

A letter from Celeste Vincent was received. announcing her retirement March 31, 1976, and a listing of new bills from the Town Clerk's office.

C. Vincent retiring

The Trustees authorized John Doyle to sign the contract with the Mass. Council on Arts and Humanities in order to comply with the requirements that only one signature appear on the contract. The contract had been turned back by the Attorney General's office.

Signing of contract with Council on Arts

Mrs. Arthur reported on the first meeting of Arlington Alive, the arts festival they are planning for May, and the library's workshop on creative arts for adults who work with children.

Arlington Alive

Jean McIntyre reported favorably on Wilma Hawkins' first book talk of the series being given on Mondays this spring.

W. Hawkins book talk

The Trustees asked Mrs. Arthur to check on long distance telephone calls before the bills were submitted for payment.

Long distance calls

The Trustees agreed to review Mrs. Arthur's first six months at the next meeting, as agreed to with the Town Manager.

E. Arthur 1st 6 mos.

The Trustees asked Mrs. Arthur to write to the Town Manager asking him for written confirmation that the overexpenditure of the FY 75 light account not be taken from FY 76 budget.

The Trustees discussed the copier lease and agreed to look to colleges for additional copier firms. There were questions about the library's responsibility to pay on a five year lease when the machine doesn't work. Mr. Doyle and Mrs. Arthur had each had different experiences with Instant Copier.

Copier lease

Mrs. Hillier agreed to work with Mrs. Arthur on establishing criteria for the selection of new personnel. Mrs. Pinckney recommended that positions be well advertised.

Criteria for new personnel

Mr. Homer asked Mrs. Arthur to remind Mrs. Shea that the Concert Series money was running low and that no additional funds would be forthcoming.

Concert Series money low

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Eleanor Arthur, Library Director and
Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

March 23, 1976

The Board of Library Trustees met on Tuesday evening, March 23, 1976, in the Director's office at 7:30. Present were John Doyle, Janemarie Hillier, William Homer, Jr., Maude Thompson, and Eleanor Arthur, Director.

The minutes of the March 9th meeting were accepted as corrected.

Letters from M. O'Day & list of acts

Mr. Doyle presented correspondence to the Trustees: a letter from Mrs. O'Day thanking them for the sum voted toward her ALA expenses, and a list of acts relating to cities and towns. Mr. Doyle suggested copies of these acts might be obtained for the Reference collection. After some discussion of the pros and cons, Mrs. Arthur offered to refer the suggestion to the Reference staff for their consideration.

Warrant article on Sunday openings

The Trustees discussed the recommendation of Bill Capron of the Finance Committee that the warrant article on Sunday openings be withdrawn and that the Sunday costs be included in the library's budget, taking into account the money saved by also closing Friday nights.

Finance recommendations on budget

The Trustees voted that they express their concern that at this late date they have had no written report of the Finance Committee's recommendations on their budget.

Sunday use of Library

Mr. Doyle noted that since the use on Sunday more than double Friday nights, the exchange of hours is economical even when double time for staff is included. The figures submitted to the Finance Committee include double time for two members of AFL-CIO Local 680. The potential organizing of professionals may not take place in time to affect our FY 1977 budget. It was agreed that any employee receiving double time for Sundays should work Sundays over and above their regular work week.

Why article withdrawn

Mrs. Hillier noted that the Trustees should be prepared to explain why the article was withdrawn. Mr. Doyle will point out that the Finance Committee recommended this change because of the timing of this year's experiment and the elimination of Friday nights. Mrs. Hillier recommended that the minutes of last year's Town Meeting be consulted to demonstrate that the Trustees never agreed to funding the FY 1976 experiment from their budget.

The Trustees are anxious to get the picture files in useable order, and suggested Mrs. Esther Henderson, Mr. Homer, or other citizens might be willing to help with the project. They asked Mrs. Arthur to get all materials relevant to the library's project from Norman Hurst and ask that they be used here if he needs them. Picture files

The Trustees affirmed the need to deal with important matters during their meetings, and suggested limiting discussion on matters of low priority. Mrs. Arthur mentioned the use of the meeting room as an area where clear policies might be established and referred to the Director for implementation. Trustees meetings

Mrs. Arthur reported that no permanent appointment has yet been made for Senior Building Custodian. Appt. for Sr. Bldg. Custodian

Mr. Earls from the Friends of the Library is to be invited to the next meeting to discuss gifts such as the Fox gallery improvements. Fox gallery improvements

Mr. Doyle inquired as to Mr. Purcell's considerations of the copier contract. Mrs. Arthur said she had not yet received a copy of the contract from the leasing firm, and Mr. Purcell was unable to work with our Xeroxed copy. Copier contract

Mrs. Arthur reported on the plans for painting a mural at the Dallin Branch, and had contacted Mr. Purcell, who said he would draft a release for the parents of the artists to sign before painting the mural. Mural at Dallin

Mrs. Arthur told the Trustees about a staff committee working to make recommendations on library support of continuing education activities for staff. Committee for continuing education for staff

Respectfully submitted,

Eleanor Arthur
Library Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

March 23, 1976

Part II

These minutes are segregated because of their evaluative nature regarding Mrs. Arthur and in some cases to avoid charges of undue influence in union organizing. Some matters discussed here were proper for inclusion in the regular meeting minutes and were made a part thereof.

The Trustees observed with some disappointment that the professional staff was considering organizing. Maude Thompson expressed her regret at this action. She felt that after many years of providing support for the staff, the Trustees would no longer have a role of advocate, but would instead be in an adversary relationship with them. A good personal relationship between staff and Trustees is a most important factor.

Organizing of professional staff

The Trustees inquired into the staff's motivation for this action. Mr. Doyle pointed out that initial discussion had taken place at the time of the signing of the contract of AFL-CIO Local 680, and this is a follow-up to decisions made prior to Mrs. Arthur's arrival. Mrs. Arthur felt that as administrator it was important not to involve herself in the deliberations about organizing, and therefore couldn't speak for the staff and their motivations. She pointed out, however, that the professionals have a longer work week than the organized staff, even though they also take work home with them, they do not qualify for double time on Sundays, as the organized staff do, and only recently have they been allowed the same coffee breaks as the organized staff.

The Trustees reflected that the library has had a history of dedicated staff and enthusiastic cooperation, and they hoped collective bargaining would not introduce a spirit of self-interest that would interfere with the staff's dedication to the mission of the library, which is service to the public.

The Trustees held a six month review of the Director. Mrs. Arthur had prepared a review of her own goals and areas of improvement. Trustees commented on her goals as well as raising questions and making recommendations of their own.

Six month review of Director

Mr. Doyle asked Mrs. Arthur how she had been involving the staff in an exploration of the question of leadership. She pointed out the weekly meetings with Mr. Quirk of Human Resources and the discussion of criteria for evaluating employees as two examples.

Question of leadership

Use of Asst. Librarian
Mrs. Terzian
Mrs. Hooley
Mrs. Scott

Mrs. Hillier asked what process would be used to prepare next year's budget so that full use could be made of the Assistant Librarian, and we might avoid some of the pressures we felt last year. Mrs. Arthur saw Jean's role as working with the staff input to the program budget; meeting with departments to set goals and objectives for presentation to the Trustees, and helping the staff itemize budget requests and prioritize them. Mrs. Thompson recommended the staff's putting as much in writing as possible prior to the meetings, as an aid to organizing the material for decisionmaking. Mrs. Arthur pointed out that she will depend on Mrs. Terzian for reports on expense from FY 76, as well as updating contract costs for next year. Mrs. Hooley will continue to be the most appropriate person to provide payroll information. Fortunately, Mrs. Scott is now familiar with the payroll procedure and might relieve Mrs. Hooley from some of those demands during the period of budget preparation. Jean McIntyre will also be able to help in identifying the allocation of personnel by department for the program budget. It will be important to start this process early, to allow plenty of time prior to the deadline.

Mrs. Arthur's self-review

In reference to Mrs. Arthur's self review, Mr. Doyle suggested an improved wording of the objectives section would be "to continue the standardization of personnel policies and job descriptions."

Responsibilities between Director & Asst. Lib.
Staff morale

The Trustees asked if Mrs. Arthur was still satisfied with the division of responsibilities between the Assistant Librarian and the Director. She responded that in general she was, although she recognized that there had been some difficulty in both the Director's and the Assistant Librarian's adjusting to new situations at the same time. The Trustees reminded Mrs. Arthur that Miss Stromdahl had been very warm with both the staff and the public, instilling the staff with a sense of rapport and well being, and providing the public with the assurance that service came first. It was pointed out that, regardless of how roles and responsibilities were divided, it is Mrs. Arthur's ultimate responsibility to see that this spirit continues. The Trustees recognize that there are personality differences, and were not necessarily looking for a duplicate of Miss Stromdahl, but, in keeping with their own personalities, the present administration should work towards the good feeling of the staff and good service to the public. Mrs. Arthur and Mr. Homer both observed an improvement in staff morale in recent weeks. Mrs. Arthur said that she had just recently felt more in command of her new position, more relaxed and organized, and credited some of the tension to both administrators adapting to change as well as the staff responding to new approaches.

Historical room activities

Mr. Homer pointed out that a start had been made towards establishing a clear relationship of Historical Room activities with the rest of the library, but that task was not yet completed. This led to a discussion of one patron who did not receive the service he expected during the time when service policies were being reconsidered. The Trustees urged that the public not suffer during the reorganization procedure. Mrs. Arthur described the work being done to devise procedures which will guard against a recurrence of such a situation, and assured the Trustees that these procedures would be presented to them for their input before any changes were made in the present policies. The Trustees urged the broadest possible criteria be applied to those allowed to use the collection unsupervised, in keeping with security.

Volunteer program

Mrs. Hillier inquired as to the status of the volunteer program. She regretted that so many volunteers had dropped out. Mrs. Arthur said she hoped to see the volunteer program begin to grow again, once tasks were defined and supervisory responsibility identified. The indexing of the Arlington Advocate required some considered professional decisionmaking before volunteers can continue with it, and that will require some investigation as to local history indexing procedures.

Internal operation of library important

The Trustees recognized outreach and public relations as important, but felt first priority should be with the internal operations of the library for another year. As long as the library continues to have good press coverage, they felt the library should be cautious about overextending during this period of transition. They discouraged the idea of a townwide conference at this time, and felt that major changes in public relations could wait as well.

Coordination of Adult Services & Tech. Ser.

The Trustees felt that effective coordination of Adult Services and Technical Services could take place without changes in lines of authority, and suggested the Director could arrange for meetings where the appropriate supervisors work together to improve systems. The Trustees want the Director to continue to have some involvement in the internal operations of the library.

Building plans

Mrs. Arthur mentioned that she would like to keep some momentum gained from previous work on building plans, and would appreciate any suggestions.

Gaps in Ref.

The Trustees reminded Mrs. Arthur that the gaps in Reference were to be filled by professionals in other departments so that reference service not suffer by a loss in personnel. However, they felt that the Assistant Librarian should be prepared to be called on for public service work.

Materials selection policy

The Trustees urged that any Materials Selection Policy developed be inclusive rather than restrictive, to support selection of a diversity of materials according to professional criteria. They were reassured to know professionals continue to use regular book meetings in their selection process, and asked for clarification about the use of a college student. Mrs. Arthur described the routine checking and typing that is a part of acquisitions. The Trustees recommended a study of the use of time in Technical Services to see if some support work for acquisitions can be assumed there.

More detail in minutes

Mr. Doyle recommended that the minutes include more detail. Mrs. Arthur apologized that sometimes she gets involved in her role as Director and forgets to take full notes. Alternatives were considered, such as the Assistant Librarian or a Trustee acting as Secretary. The Trustees decided they would each take notes to supplement the Director's, who would continue as Secretary, if she found it workable.

The meeting was adjourned at 11:51 p.m.

Respectfully submitted,

Eleanor Arthur
Director and Secretary to the
Board of Library Trustees

MINUTES OF THE MEETING
of the
BOARD OF LIBRARY TRUSTEES
April 28, 1976

The Board of Library Trustees held a special meeting on Wednesday evening, April 28, 1976, at 6:00. Present were John Doyle, Janemarie Hillier, William Homer, Jr., Bette Pinckney, Maude Thompson, and Eleanor Arthur, Director.

Budget – Sunday openings

The meeting was called to determine an alternative proposal to the Finance Committee about the budget, which included $3397 for Sunday openings. The Finance Committee intended the library to use only its own staff for Sundays.

Morale problems

A meeting of Trustees with staff revealed that there would be serious morale problems if this step were taken. Mrs. Arthur stated that she felt staff should have two full days off a week and be required to work no more than eight hour days. The work is active and exhausting, and the professionals already work a 38 hour week; more than other Town employees and more than all of the 22 libraries surveyed. With a 38 hour week, it is impossible to schedule two days off without requiring several 9 or 10 hour days if Sunday is included.

The Trustees felt they could not ask staff to work Sundays without added compensation, which would be as expensive as hiring new staff for Sundays only. To ask for additional money from Town Meeting at this point would show bad faith with the Finance Committee.

Other libraries on Sundays

Mrs. Pinckney shared a detailed analysis of her discussions with Trustees from several libraries. In general, they supported the findings of Mrs. Arthur's survey, that most libraries had few problems with Sunday, and that most provided extra compensation or hired some extra help.

The Trustees agreed to explore two options with the Finance Committee; to open 20 Sundays with extra help, or to withdraw our request for Sunday openings until another year.

Gov. Dukakis

Mr. Doyle read correspondence from the State House, regretting that Governor Dukakis would be unable to attend Opus V.

The meeting was adjourned at 7:00.

Respectfully submitted,

Eleanor Arthur
Director and Secretary to the
Board of Library Trustees.

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MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

April 13, 1976

The Board of Library Trustees met on Tuesday evening, April 13, 1976, in the Director's office at 7:30. Present were John Doyle, Janemarie Hillier, William Homer, Jr., Bette Pinckney, Maude Thompson, Jean McIntyre, Norris Hoyt, James Earls, and Eleanor Arthur, Director.

Books on Bicentennial Lecture Series

Norris Hoyt, Chairman of the Bicentennial Lecture Committee, explained the steps taken by the committee to appoint Stephen Pekich editor of a history of Arlington 1875-1975. The plans are to include the lectures presented this year as well as a chronological history of the town. Mr. Hoyt is now approaching the groups represented on the Bicentennial Lecture Committee. First, he would like to know if they wish to continue to be listed as a sponsor of this activity, and second, he would like financial backing so that publication can take place. He offered the option that the Trustees could receive books worth $10 per copy in return for their investment if they wished. The Arlington Historical Society voted $500 in exchange for 55 books recently. Mr. Hoyt requested a contribution of $500 to $750.

Sponsorship

Mrs. Pinckney pointed out that there were two separate questions involved, the sponsorship of the publication, and the purchase of books. She supported the idea of sponsorship and felt that it should be left to the library administration to determine the selection of materials.

General Income Fund limits

Mr. Homer pointed out the limits of the General Income Fund, and the sizeable commitment made in past years to the Robbins Library Concert Series which left little for other ventures. Mrs. Thompson felt this publication was an important and lasting contribution. Mrs. Hillier stated that the Trustees had not yet thoroughly evaluated their participation in the Concert Series for the coming year. Mr. Doyle recommended that the Trustees consider this request on its own merit and consider the concert budget at a later time.

Mr. Hoyt excused himself so that the Trustees might continue their meeting.

F. of Library project

Circulating art collectior

The Trustees then discussed with James Earls of the Friends of the Library a project with which the Friends might help the Trustees. Mrs. Hillier described the fixtures Molly Yood had located which would make our circulating art collection at the Fox more accessible and enable us to display more art. It was suggested that the Friends might donate $233 towards this project to be matched by $233 from the Robbins Library Print Fund. Possibly there might be a dedication at the Fall meeting of the Friends and a plaque stating that this was their gift. Mr. Earls said he would get further details from Molly Yood and report back to the Friends for their decision.

Epi Wiese will meet with Mrs. Hillier and Mrs. Thompson on April 20th to draw up a job description for submission to the Trustees.

Job descrip- tion E. Wiese

The minutes of the March 23rd meeting were corrected by striking out the statement on Sunday openings which implied a decision in support of the Finance Committee's recommendation to adjust our schedule in order to lower the cost of staffing Sundays, and to include a small increase in our budget for that purpose.

Sunday openings

In discussing the minutes, it became clear that not all Trustees had understood the implications of the budget revision for the use of our regular staff on Sundays, an option which had always been turned down by Trustees in previous considerations of Sunday openings.

Mrs. Arthur summarized some of the staff's concerns as revealed in her meeting with them that day, when she had told them that this budget revision would mean that all public service staff would have to share the responsibility for Sunday opening. Staff felt that this was a breach of contract since they were not prepared for a Sunday assignment when they were hired, and would not have accepted the job if they had been prepared. They were concerned that services have been expanding, staff has been cut, and they are all giving extra now. They need two full days off a week to be able to continue to perform under this pressure. While Sunday work is unacceptable regardless of compensation, there is resentment that the union members receive double time. Three of the staff had worked Sundays in other systems, and had found it an inconvenience but tolerable. In some cases flexible scheduling was an advantage. The rest of the staff were in agreement that they could not accept a Sunday work assignment.

Concerns of staff on Sunday openings

Mrs. Pinckney agreed that this represented a verbal breach of contract. Mrs. Thompson pointed out that the Trustees had urged Mrs. Arthur to make staff morale a high priority and that this would have serious consequences. The Trustees agreed to meet with the staff to hear their point of view before the budget came before Town Meeting, and to consider what action might be appropriate.

Morale of staff

The minutes were further corrected by adding two sentences:

Mrs. Arthur reported on the plans for painting a mural at the Dallin Branch, and had contacted Mr. Purcell, who said he would draft a release for the parents of the artists to sign before painting the mural.

Mural at Dal lin

Mrs. Arthur told the Trustees about a staff committee working to make recommendations on library support of continuing education activities for staff.

Continuing educa tion activities

The minutes were accepted as corrected.

Mr. Doyle reported on correspondence on the Library Employee Relations Newsletter. He also received a letter from Mrs. Arthur Kasabian, President of the Arlington Heights Study Club, who have commissioned Dorothy Stiff Brown, Arlington artist, to paint an oil painting of Mrs. Cyrus Dallin which will be presented to the Dallin Branch Library on May 16, 1976. She requested to use the Dallin Library from 2:00 - 4:00 o'clock and invited the Trustees to be their guests. The Trustees agreed to pay for a custodian from 1:00 - 5:00 p.m. and to pay for the cost of hanging the portrait.

Correspondence - oil painting to be given at Dallin

Mr. Doyle reported the receipt of a check for $1890 from the Mass. Council on Arts and Humanities as reimbursement for Robbins Library Concert Series expenses. The check was endorsed for deposit in the General Income Fund.

Check from Mass. Council Arts & Humanities

Bette Pinckney moved to honor Mr. Hoyt's request for funds in sponsorship of the Arlington History 1875-1975, to the sum of $750. Mr. Homer amended the motion to the sum of $500 in recognition of the limits of the General Income Fund. The surplus in the fund dropped sharply the last two years. Mrs. Hillier mentioned a number of unusual expenses in the last two years which account in part for this reduction: the refurbishing of the Director's office and retirement parties. Mr. Doyle recommended devising a yearly budget for the General Income Fund and living within it. Mrs. Hillier suggested reducing the number of concerts next year and was supported by Mrs. Arthur, who feels that priorities for staff time need to be reallocated.

Sponsorship of Arlington History 1875-1975

The Trustees voted in favor of a $750 donation to the Bicentennial Lecture Committee provided that a reconsideration of the Library Concert Series budget take place as soon as possible.

$750 donation to Bicentennial Lectures

Mrs. Arthur reported on the status of Capital Expenses in the FY 1976 budget. Items still in progress are:

Status of Capital Expenses FY 1976 budget

Items in progress

Chairs for Dallin Branch await a decision whether to refurbish or buy new.

Painting outside trim - Dallin Branch. Mr. Quattrocchi has discussed this and will start soon. The Trustees recommended a change in the color of the door.

Cracks in Junior Library wall at Fox. Discussed with Mr. Quattrocchi.

Ventillating fans at Dallin. Discussed with Mr. Quattrocchi.

Heating problem in Children's Room at Dallin. Mr. Quattrocchi has heaters and is ready to go.

2 fifteen drawer sections for registration file have been ordered along with base and top from surplus funds with Mr. Foritano's approval.

Film inspection equipment - on order.

Shelving in Reference Room - on order.

Carpet for Mrs. Hooley's room - specs are being drawn up for estimates.

Screen for Director's office - not yet ordered.

Mrs. Arthur asked the Trustees to approve $24 contribution from the General Income Fund to Arlington Alive to share in the expenses of postage and supplies. Approval was granted provided this in no way commits the Trustees to ongoing sponsorship or participation.

Contribution to Arlington Alive

Mr. Doyle explained that the library has not yet ordered new chairs for Dallin because for the money budgeted no attractive substitute has been found that would equal the present chairs once they were refurbished. Refurbishing the present chairs would require approval of the Finance Committee as the money would have to be transferred from capital improvements to expenses. Mrs. Arthur was asked to find more samples of new chairs for the Trustees to examine before a decision is made.

Chairs for Dallin

The Trustees recognized how much thought had been put into the analysis of Historical Room service questions. Some consideration was given to the need to improve the physical appearance of the room, or even to consider moving to space such as the Art Gallery.

Historical Room service

While security is important, the Trustees would like to explore some middle of the road procedure. Consideration might be given to volunteer supervision.

Security for Historical Room

If the serious theft is a problem as well as vandalism, an application procedure would not necessarily provide security. An age limit might also be a consideration.

Our present staff limitations make it impossible to have a staff member in the room whenever a researcher is there. Another location would provide more supervision from staff.

A registration procedure with logging in and out would be desirable. Some Trustees were uneasy about the interview, not wanting anyone to feel intimidated and hoping anyone with a legitimate if informal interest might be admitted. Decisions need to be made about what materials can be circulated.

Formation of Advisory Com.

The Trustees recommended that an advisory committee be formed, and that a letter be sent to the Arlington Historical Society and the Arlington Historical Commission inviting them to appoint two members from each group to meet with the Trustees to discuss these matters further. Mrs. Arthur recommended that these members with Trustee representation also serve to advise staff directly from time to time. Peggy Henderson and Rosalind Kantrowitz should be invited to the next meeting as well.

Securit measures

Mr. Homer offered to inquire about security measures at other institutions.

Mr. Doyle expressed concern that the wording of our procedures not encourage a rigid approach to the use of the room. The staff should be encouraged to handle the public sensitively.

The Trustees instructed Mrs. Arthur to set up a meeting of the staff with them as soon as possible to discuss Sunday openings.

Review of Director

The Trustees went into executive session to conclude their review of the Director. Executive session concluded, the Trustees announced their decision to grant Mrs. Arthur a 5% raise.

The meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Eleanor Arthur
Director and Secretary to the
Board of Library Trustees

Memoto

Eleanor Arthur
Jean McIntyre
from
Bill Homer

FYI

Historical Room Policies---Adjancent Libraries

OUGHTON--Harvard University: Security guard in lobby. Full time supervision. Security steadily increased. University personnel must show I. D. cards. Check outer garments and brief cases. Losses still continue.

Suggestion from Curator Bond: To relieve staff problem and pilferage, try openings to public one afternoon and one evening a week. Exceptions by appointment.

* * * *

BELMONT--Belmont Room a comfortable, soft chair reading room like Farnsworth Room in Harvard's Widener. Has locked, waist high storage cupboards. Acts as baby sitter for Belmont Historical Society with no home of own. In 1965 (library opening) manned by volunteers from the society. Subsequently, the No. 1 volunteer was put on the library staff for 18 hours a week. Surveys room from small adjacent office, and does some clerical work from there. Future question--who owns what if HistoricalSociety should build home of own?

* * * *

WINCHESTER--Archives moved to Sanborn House (part of school department complex), where memorabilia is property of Archivist Society. Room open Tuesday, 1-5 P. M., and Wednesday, 7-10 P. M. Manned by library staff member, paid by library.

* * * *

LEXINGTON--Three historical rooms with open vision from main library desk. Open full time with no direct supervision. Patron signs name, address and purpose in ledger . (We couldn't possibly do this in our basement curiosity shop.)Books are behind locked, open grillwork cabinets and documents in baseboard cupboards, locked.

* * * *

CONCORD--(Hearsay from Lexington librarian) With far greater demand than Lexington, Concord historical room open only part time and at specific hours.

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MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

May 11, 1976

The Board of Library Trustees met on Tuesday evening, May 11, 1976, in the Director's office at 7:30. Present were John Doyle, Janemarie Hillier, William Homer, Jr., Bette Pinckney, Maude Thompson from the Board of Trustees, Jean McIntyre, Peggy Henderson, Rosalind Kantrowitz, Maryellen Remmert from the library staff, John Harrison, John Crowley from the Arlington Historical Commission, and Helen Devine from The Arlington Historical Society.

Mrs. Arthur commended Mrs. Hillier for her presentation at the Massachusetts Library Association on the roles of library trustees and directors. M.L.A. members had many favorable comments about the involvement of Robbins Library Trustees, and several had requested further information from Mrs. Arthur about reports and procedures.

Trustees commended at MLA - J. Hillier's presentation

The Trustees immediately launched a discussion with the representatives of the Arlington Historical Commission and The Arlington Historical Society about the Arlington Historical Collection housed in the library. These groups had been invited to participate in an advisory committee to help the staff resolve questions of service with the collection.

Arlington Historical Collection

Mr. Crowley mentioned that many residents are unaware of the collection, but that broader awareness would create more problems, given the scarcity of staff, space, and adequate facilities, and the need for some measures of security. He also mentioned the Oral History Program and his interest in involving high school students in interviewing, both to encourage an interest in local history and to increase intergenerational communication.

Oral History Program

Mr. Homer reported on his investigations of historical collections in surrounding towns. He had visited Belmont, Winchester, and Lexington public libraries and the Houghton Library at Harvard University. He commented that all these historical collections were in more lavish quarters than Arlington's and most were available to the public fewer hours. His report follows:

Mr. Homer reports on historical collections in other towns

The Trustees and the Advisory Committee pursued questions along three lines: Scheduling supervision in the room at specific times for individual researchers, granting research cards to approved individuals for special needs, and making reference help for initial searches available whenever the library is open.

Research help & reference help

Relating to supervising the room at specific hours, the following questions were raised:

Questions raised in connection with use of room

Would the room be overcrowded?
What is the intensity of use?
Would a limited number of hours be adequate to meet user needs?
There is a problem in that this is both a workroom and service area.
It was felt that regular publicized hours would make the public feel less guilty about inconveniencing staff.
It would need to be well publicized.

Research cards brought up the following points:

Other point raised

Historical Commission researchers, Mrs. Jorgensen, researchers from out of state and others need access to the room unsupervised for long periods.
What criteria should be used for granting research status?
How can a procedure be developed which can be fairly carried out by any staff member on duty?
Safety should be guaranteed for material which doesn't belong to the library.
Staff should not be asked to judge by appearance the trustworthiness of individuals.
As serious as it would be to lose material to a dishonest person, it would also be serious to discriminate against an honest one.
Audiovisual equipment stored in the room is vulnerable.
Mrs. Devine feels that The Historical Society's collection should be accessible to the public.

As for general reference help:

Reference help

75% of The Historical Society's collection has been duplicated by the library and is available to the public. It is the library's policy to consult the library's files first and then The Historical Society's material if necessary. The Reference Librarian on duty performs an initial search with the patron. If the question appears more complicated, arrangements are made for the Reference Staff to search further, if necessary calling on more experienced staff, and getting back to the patron later. The library also has valuable original photographs which could be copied inexpensively by the High School. Since this requires staff time, it must be scheduled at a later date after present priorities are completed. One of these higher priorities is the labelling of photographs, both the library's and The Historical Society's. A shortage of typewriters might be relieved by borrowing from Mr. Fagone over the summer.

Mr. Doyle thanked the members of the advisory committee for coming and suggested that they set up a time to meet with the staff to arrive at resolutions to these problems as soon as possible, so that service to the public can be performed smoothly.

Meeting with Finance Com. re opening on Sundays

A report was made on the meeting with the Finance Committee prior to Town Meeting on April 28, 1976. Mr. Doyle explained tp Mr. O'Neill, Chairman of the Finance Committee, that the Trustees' concern about fair treatment of the staff, and the uncertainties relating to a potential organization of professional librarians left them with two options: to open 20 Sundays with extra help, or to withdraw the request for Sunday openings until another year. Mr. O'Neill then explained the problem to the Finance Committee, recommending that the budget be left as submitted, and thatthe Trustees work out their arrangements for Sundays within that budget. The Finance Committee so voted.

Mr. O'Neill then presented the library's budget on Town Meeting floor, explaining that it included money to close Friday nights and open Sundays.

The Trustees expressed some concern that the Town Meeting might have left the public with some misconception about the Sunday openings. As soon as the plan is firm it will be well publicized. Some patrons were also dismayed that the ending of this year's Sunday experiment was not well enough publicized.

Sunday openings

The minutes of the April 13th and April 28th meetings were approved. Mrs. Pinckney's report on Sunday openings is to be added to the record.

Correspondence was presented from Diane Alexander announcing her resignation as she is moving to St. Louis in June. Mrs. Arthur will work with Mrs. Hillier to draw up job description for posting and to consider places to advertise.

D. Alexander resigning

The Trustees discussed the mural for the Dallin Branch which Mrs. Ella Buzzotta had offered to the library. They expressed their disappointment that this was to be done by four students of Mrs. Buzzotta. It had been their hope that some member of the Arlington Art Association would have provided the mural as an example of some of the Town's best talent and a lasting memorial to the relationship between the Arlington Art Association and the Library. They wanted it to be very well received by the staff and the public. The Trustees voted with regret that the picture was not suited to the Dallin Branch Library's needs. John Doyle offered to communicate with Mrs. Buzzotta.

Mural for Dallin

Jean McIntyre inquired as to the procedure for recognizing volunteers in the past. Those who had given 100 hours received a pin and those giving 150 hours had their names added to the honor roll. All volunteers were invited to coffee. The Chairman of the Trustees presented the pin. The Trustees voted to arrange for such honors again this year and spend a reasonable amount of money on the affair.

Recognizing volunteers

The Trustees voted to send a letter to Mrs. Rudd and Mrs. Vincent in recognition of their years of service to the library, and to recognize any staff member who has retired after 20 years of service or more.

Letter to be sent to V. Rudd & C. Vincent

Mrs. Pinckney spoke of her pride in the tradition of excellence established at the Robbins Library and her pledge to maintain such a tradition. She made reference to the condition of the grounds, that this was the first time she remembered being dissatisfied with their appearance. She then mentioned that she had recently read a book from the library which she had difficulty justifying for our collection, and that this, too, was a first time for her. She recommended a consideration of the criteria used for book selection, so that in this, as in all things, the library would keep its feet firmly planted as it enters a new era.

Tradition of excellence at Robbins

Mrs. Arthur said the staff were also considering criteria for book selection and would appreciate broad policy guidelines from the Trustees in this difficult area. Jean McIntyre pointed out that two staff members were studying book selection policies from several libraries before engaging the staff in such considerations. Mrs. Arthur recommended that these staff members prepare materials for the Trustees to study prior to a thorough discussion of this matter.

Criteria for book selection

Mrs. Hillier asked that a letter be sent immediately to Mike Wright deploring the condition of the grass and shrubbery in comparison to the Town garden and that Mrs. Arthur speak to Jim about lawn mowing and trash.

Letter to be sent to M. Wright re: grass

The Trustees voted to go into executive session for the purpose of discussing the forthcoming union election.

Union election

Executive session being concluded, Mrs. Arthur encouraged the Trustees to decide when Friday night closings would take effect, so that any changes in the summer schedule could be publicized. The Trustees decided not to change the summer schedule, and to take up Friday night closings at the next meeting, which would be June 10, 1976 at 7:30. Friday closings

The meeting was adjourned at 11:15.

Respectfully submitted,

Eleanor Arthur
Library Director and Secretary to the
Board of Library Trustees

The Trustees voted that the $156.00 for framing of prints by Old Schwamb Mill be charged to the Robbins Print Fund.

May 1976

SUNDAY OPENINGS

Arlington:

Problems expressed:

1. Sundays represent an infringement on the agreed-upon 'personal' time. (Had Sunday work been a part of the working conditions some staff members probably would not have accepted work at Robbins.)

2. Four hours of duty at Robbins on Sunday equals a full day of involvement with work, not a half day.

3. Current cutbacks in reference/circulation staff have affected service for the 6-day week. Adding a day of service and extending the present reduced staff means a 7-day week of below standard service.

4. Scheduling a non-reference/circulation staff member on Sundays instead of 4 (or more) hours during the regular work week means that work for which that staff member is accountable is behind scheduled time for output, or suspended or abandoned or assigned on a regular basis to a subordinate. (Such a reassignment may require a review and redefinition of that subordinate's role, function and compensation.)

5. Long work week may conflict with state law.
   9-10 hour days? 6-7 day weeks?

6. Sunday assignments for regular staff exacerbates the imbalance in requirements for working hours and compensation terms for union and nonunion (professional) personnel.

THUS IT SEEMS

The staff is opposed to
--- Mandatory feature
--- The offer of money as compensation for personal time
--- Unequal pay scale for union and nonunion personnel
--- Extension of inadequate levels of service
--- Extension of work week for regular staff

SOLUTIONS MUST MEET psychological, productivity, equitability, and ethical criteria... as well as costs.

UNANSWERED QUESTIONS:

1. What are the support services for Sunday openings? What is the cost of providing these?

2. What is the cost of work interrupted, etc. when personnel is reassigned to Sunday reference/circulation?

3. In addition to personnel, how much of the cost of opening Sundays is actually absorbed in the regular budget?

4. What is the comparative cost of staffing with regulars at double time (or time and a half) and staffing with newcomers?

SURVEY RE SUNDAY OPENINGS
(Week of April 19, 1976)

Questions posed to Chairmen of Boards of Library Trustees.

What is the policy (and the trustees' thinking behind that policy) concerning (1) Personnel: use of regular staff, use of part-time staff for Sunday only; (2) compensation for Sunday work; (3) financing Sunday openings?

What is the impact of the above policy on (1) collective bargaining contracts or other work agreements; (2) routine work flow and overall services; (3) overall costs?

How long has Sunday service been in effect?

Have there been evaluations/analyses of the Sunday service?

Have these evaluations affected changes in the Sunday service policies?

BILLERICA

Sunday services have been in effect for 3-5 years. These were instituted during a total reorganization of the library: new director was hired, new staff added, salary schedules changed. Regular staff are used for Sunday work, this is part of their work agreement. The trustees decided that Sunday services would compensate for their small crowded facilities by extending the time the library was open to all persons and the trustees felt that Sunday hours were needed to fulfill the requirements for State Aid (63 hours?). The library is 95 years old and was designed to serve a population of 12,000 (half the size of the present population). The staff is not unionized and all staff members work on a rotation basis. The costs are included in the regular budget. N.B. The library has no branch but does have a bookmobile.

BROOKLINE

Brookline with a main library and a branch has had library hours on Sunday for some time: the main library since before World War II and the branch more recently. Sunday work is part of the staff's original work agreement. Staffing is almost all covered by persons on the regular staff who want to work on Sundays. For instance, persons in technical services offer to work on Sunday, yet this is not part of their original work agreement. The staff is unionized and the trustees have been trying to insert in the bargaining contract that the 5-day week include Sundays. The union is not willing to accept this. Regular staff are paid time and a half (overtime) for working in dollars or in compensatory time off. The library also has Simmons librarians fill in on Sundays. The cost of Sunday openings is borne through the budget. No special funds are used. The budget crunch has forced trustees to evaluate Sundays but the consensus is that this service is so needed and the response so great that a reduction in other days, with less use, should be taken more seriously as options are considered for reducing hours.

NEWTON

Newton has a long history of service on Sundays. The personnel policy is to employ a combination of part-time 'Sunday-only' workers and regulars. There are 11 branch libraries to serve the various townships that comprise Newton. The larger branches are open on Sundays as is the main library. The regular budget includes monies to meet the cost of Sunday openings. However, the need to control costs has forced the trustees to consider reducing hours of service overall including Sundays. Staff is unionized and Sunday pay with compensary time is one of the

terms in the collective bargaining contract.

WEYMOUTH

Cost control needs have forced the trustees to seriously consider closing the library on Sundays. While the costs are less than 5% of the total budget, the service is still very new (not more than 2 years in operation) and therefore most vulnerable. The staff includes Sundays as part of regular work week, with compensatory time off.

NEEDHAM

Three years ago, when the Board of Trustees was considering opening the libraries on Sunday, they studied a projected schedule of costs for a year on the basis of salaries. Overhead was not analyzed because of obvious difficulties in prorating this. Sunday services were presented as a segregated item in the budget--at town meeting. Prior to town meeting, the Finance Committee rejected the article but the Board of Trustees appealed that decision to town meeting, by presenting a substitute motion to increase the budget by a particular sum in order to open the libraries on Sundays, for three hours for a particular number of months. At town meeting, the finance committee presented objections but town meeting members, one after another supported the motion from the floor and the motion passed. In making the presentation, the library trustees made a creditable pitch with backup statistics concerning response to need and patrons use, particularly oldsters and fathers accompanying their families.

One of the most helpful conditions that enabled the trustees to move forward was the existence of a sizable group of retired professional librarians in town who worked part time or would work part time at the library. Thus Sundays have always been staffed with paid part timers who are experienced and who provide the necessary continuity in professional staffing from weekdays to Sundays. Thus the library director and the assistant librarian need only check the library periodically and the trustees now and then look in on things. During the first year of operation a careful record of use was kept. During the energy crisis, the library on Sunday was heated only at nighttime level and still the patrons used the library heavily with no complaints. The program has been so successful that there has been no mention of reducing hours or rescinding the service even though there is a budget crunch. The main library is open on Sundays. In the summer when the main library is closed on Saturday, the branch (a very small facility with one staff member) is open. This branch is located centrally (more so than the main library?) and the policy provides 7 day service all year round.

LEXINGTON

The library has had Sunday service for at least 10 years. The main library only is open and it is staffed by main library staff only, combined with part-time Sunday-only staff.

The cost of Sunday service is incorporated in the regular budget. The library is open 10 a.m. - 5 p.m. and the staff has compensatory time off (2 days earlier).

Money crunch is having an effect and there has been some pressure to have Sunday service hours curtailed. The usual schedule prevailed this year, but the trustees may be forced into reassessment next year.

HAVERHILL

Sunday openings are a long-time tradition. Haverhill Library, its one branch and its bookmobile serve a community contained within 33 miles. The staffing relies heavily on part-timers in order to control costs. The overall cost is included in the regular budget.

SURVEY SUMMARY

Three to four hour library services on Sundays have been, in general, in existence for such a long time that this service is almost a tradition. Even for libraries that have operated this service less than 5 years, the concept is accepted. Thus service to the community on a seven-day basis is a policy expected and accepted by community and by staff.

The cost of Sunday services is incorporated in the regular budget. No special set-aside funds are used. The cost is a minor % of overall costs.

Pressures on the budget, recently, have required a review and justification of all aspects of library service including Sunday openings rather than targeting Sunday openings as a unique and unnecessary luxury.

The staffing pattern is, in general, a combination of regular professional personnel plus Sunday-only part-timers. Whether formalized by collective bargaining agreements or not, compensation and schedules are based on time and a half for Sunday hours.

LIBRARIES OPEN 7 DAYS PER WEEK

LIBRARIES SERVING POPULATIONS OF 50,000 - 99,999	CHAIRMAN OF BOARD OF TRUSTEES (as of November, 1975)
Brookline (Sun 2-6)	Mrs. J. Charles Drooker 20 Edgehill Road 277-8759
Framingham (Sun 2-5)	Dr. George R. Bailey 22 Cherry Oca Lane 872-2112
Newton (Sun 1-4)	Arthur Vershbow 54 Bishop Gate Road Newton Centre 332-5171
Weymouth (Sun 2-5)	Philip Jones 52 Ironhill Street E. Weymouth 02189 337-1400

LIBRARIES SERVING POPULATIONS OF 25,000 - 49,999	
Belmont	Phyllis Welch 55 Old Concord Rd. 02178 484-4937
Billerica	Sandra Donovan 109 Salem Road 01821 667-3039
Danvers	George B. Gordon 7 Ingersoll Street 01923 774-9143
Fitchburg	Sol Rosenbaum 149 High Street Leominster 01453 537-0134
Haverhill	William H. Heath 60 Warrenton Road 01830 372-3334
Lexington	Otis S. Brown 1 Malitia Drive or 1 Bond Road 862-5973
Needham	Raymond Bosworth 549 High Rock Street 02192 444-3252

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

June 10, 1976

The Board of Library Trustees met on Thursday evening, June 10, 1976, in the Director's Office at 7:30. Present were John Doyle, Janemarie Hillier, William Homer, Jr., Bette Pinckney, Maude Thompson, Epi Wiese, Robbins Print Curator, Jean McIntyre, Assistant Librarian, and Eleanor Arthur, Library Director.

The minutes were accepted as amended.

Mr. Doyle read the following correspondence:

Correspondence

1. An invitation to the Trustees to attend a coffee for the Volunteers, Thursday, June 24, 1976, from 10:30 - 12:00.

   Coffee for volunteers

2. A letter from the Selectmen commending the Trustees on the Concert Series.

   Concert Series

3. A letter from the Kidney Foundation of Massachusetts, thanking the Trustees for the use of the Fox Branch Meeting Room.

   Kidney Found. use of Fox

4. A letter from Gervasio A. DeChaves, asking permission to use the meeting room for a chamber ensemble during the summer. This is an ad hoc group, not for profit. Permission was granted subject to scheduling limitations at the Fox Branch.

   Meeting room use for chamber ensembl

5. A letter from the Robbins Library Professional Staff Association, presenting the results of the action taken on May 25, 1976 to form a staff association, and informing the Trustees that they would be sending a representative to future meetings of the Board of Trustees.

   Professional staff assoc.

6. A letter of resignation from William Homer, Jr., effective September 1, 1976. Mr. Homer's resignation was accepted with regret.

   Resig. of W. Homer

7. A letter from Epi Wiese, Robbins Print Curator, outlining proposed renovations of the gallery and a plan to seek outside funding for the estimated cost of $1767-2945.

   Epi Wiese re: funding

Mrs. Arthur reported on the plans of the Book Selection Staff to hold a workshop for staff and Trustees on book selection policy. Suggested dates were June 29 or July 1. Neither date was convenient for a majority of Trustees. Mrs. Arthur was to report back to the staff and suggest these options. The workshop could be postponed until fall and rescheduled when more Trustees were available, or it could be held with fewer Trustees present and some means could be developed to involve the full Board of Trustees in consideration of the issues at a later time.

Book Selection policy

Renovation of gallery

Epi Wiese outlined her proposal as presented by letter for renovation of the gallery. A plywood cover to the walls with a thin plastic surface would enable the gallery to display art work without elaborate framing. This surface could be easily patched to conceal pin holes. The Trustees encouraged Epi to pursue the project further, exploring funding sources which might be available to a community art resource with an unusual collection such as ours, and to report back to the next meeting. The proposal should involve planning for the future of the gallery and not be limited necessarily to funding of wall space alone. It was generally agreed that while the library's future expansion plans were uncertain, there would be no new building or addition for a few years, and in long range planning there will certainly be provision for gallery space, so that this investment should reap long term benefits. On the other hand, if the gallery ever were relocated, this surface would lead itself to other library uses. Epi also pointed out the problems to the gallery of books on top of the cabinets and the need for duplicate keys and handles on the cabinets. Epi reported on the display of Robbins Prints now in the Town Hall glass cases.

General income fund

The Trustees reviewed the use of the General Income Fund over the last two years. About $8000 income accrues each year. Expenditures should not exceed $6500. About 60% has been going to the concert series with the remaining money divided between a number of small projects. Some, like the Christmas activities, travel expenses, and children's summer programs are likely to recur annually. Others, like retirement parties and Bicentennial activities may only happen once.

Concert Series

Since 60% of the funds have been used for the Concert Series, the Trustees discussed that project in more detail. Mr. Doyle explained that Mr. Forte had been anxious to be present when decisions were made on the Concert Series. He was out of town for this meeting and had been assured an opportunity to meet with the Trustees in July for full discussion of the Concert Series.

Arts & Humanities

The Trustees reviewed the proposal submitted to the Council on Arts and Humanities. Mr. Doyle explained that he only signed the proposal after the verbal assurance by the Council that modifications in the budget could take place at a later date.

Trust funds & staff time

Concert series

Discussion revolved around the two contributions made by the library, trust funds and staff time. Mr. Homer pointed out that the initial contributions of trust funds were agreed to on the condition that the Concert Series would one day be able to fund itself through other sources. Given the limitations of the General Income Fund and the anticipated demands for further commitment of funds to the publication of the new Arlington History, the renovation of the gallery, and other worthwhile projects of library endeavor, the Trustees voted to restrict their contribution to the Robbins Library Concert Series to $2000.

The Trustees discussed the nature of professional staff involvement at the Concert Series programs. They felt strongly that they would jeopardize their trust with town funding authorities and the community if they continued to provide the present degree of professional time. While they recognized the involvement of the Head of the Music Department in the conception and implementation of the Concert Series, and saw the value of her participation to represent the interests of the library with the public and other participants in the program, they could not approve more than one concert a month for the library's professionals, and so voted.

Summer
reading
program

Mrs. Arthur presented a request for $140 for the summer reading program. The $40 for printing was referred to the regular library budget. The remaining $100 for a Zoomobile program was approved provided that the same program would not be at all summer playgrounds.

Savin
machine

Xerox
machine

Mr. Doyle reported that the Town Counsel had notified Equilease Corporation that the town would no longer pay on the lease for the Savin machine which has been severely malfunctioning for more than a year. Mrs. Arthur reviewed her recommendations for consideration. The Trustees voted to install a Xerox 4000 Coin-Op., understanding that there would be a two week free trial and a lease cancellable on 30 days notice. They authorized Mr. Doyle to sign the contract. They agreed to review the performance of the machine in September.

Friday
closings

The Trustees continued their discussion of the proposed Friday closings. Since the impact of closing Fridays year round was only $500 towards the Sunday budget, the Trustees did not feel such a move could be justified. They agreed to remain open on Fridays at least until the beginning of Sunday openings.

Encum-
bering
funds

The Trustees reviewed the financial statement, stressing the importance of encumbering funds. Mrs. Arthur explained that numerous bills were still outstanding and that she would make every effort to avoid returning money to the town that was needed for library operation.

Break
in
office

Mrs. Arthur reported that there had been a break in through the office window, and that the calculator was stolen. The police have a suspect and have found the calculator. The burglar alarm did go off, and police checked the doors and windows easily visible but did not enter the building. Mr. Doyle is to write to Mr. Blomquist protesting this inadequate response to the alarm.

New
chairs
for Dal
lin

The Trustees voted to order new Nichols and Stone Priscilla chairs or equivalent for the Dallin Branch. In light of the unencumbered balance in the budget, they agreed to refinish 20 of the remaining chairs as well.

Mrs. Thompson inquired as to purchasing procedures, pointing out the serious implications of even the appearance of questionable motives when in a position of public trust.

The Trustees agreed to hold one meeting for the summer on July 27, 1976.

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Eleanor Lockwood Arthur
Director and Secretary to the
Board of Library Trustees

Eleanor Arthur
Library Director

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643-0026

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

July 27, 1976

The Board of Library Trustees met on Tuesday evening, July 27, 1976, in the Director's office at 7:30. Present were John Doyle, Janemarie Hillier, William Homer, Jr., Bette Pinckney, Jean McIntyre, Assistant Librarian, and Eleanor Arthur, Library Director. Also present were James Forte, Margaret Shea, Laura Roy, Esther McQuaid, and Emily Farnsworth.

The minutes were accepted as read.

Mr. Doyle presented correspondence on the Employee Relations Newsletter which was referred to the professional staff to evaluate, and the statement of the Elbridge Farmer Fund, which was added to the record.

Corres. on Employee Relations Newsletter & statement of E. Farmer Fund.

James Forte discussed the Robbins Library Music Archives and the Robbins Library Concert Series. He reported: Preliminary publicity on the Music Archives received an enthusiastic response. The staff have worked with Mr. Forte to design a format whereby the composer himself would provide all cataloging information. The cost of servicing would be minimal. Initially our costs would primarily be in storage space. There would be 7 or 8 composers immediately, and there have been 20 or 30 requests for information.

J. Forte on Rob. Lib. Music Archives and Concert Series.

Mr. Forte pointed out that the Concert Series was very cost effective, the $4000 given by the Trustees resulted in a $36,000 program because of all the donated services. The Trustees responded that there was no question about the value of the program, but their resources were limited. Some Trustees supported the point of view of the Director and Music Librarian that attendance might be better if there were fewer performances. Mr. Forte explained the importance to the program of providing performance opportunities to all musicians who qualified. He felt 21-29 concerts were needed to achieve these ends. The Trustees thanked Mr. Forte for the work he put into preparation. Mr. Forte then excused himself for the Trustees' deliberation.

The Trustees voted $2500 from the General Income Fund for 8-9 concerts, one a month, with paid performers.

$2500 voted from Gen. Inc. Fund

Mr. Doyle recommended that the library establish a Music Archives which would be closed to the public for 20 years. Mrs. Hillier referred the Trustees to the position paper developed by the Director who questioned whether this was an appropriate use of staff and space consistent with the role of the public library. The matter was tabled for further discussion at a later time.

Music Archives

Mrs. Arthur explained that the Manager's office would defer our program budget deadline so that the Trustees could consider objectives at this meeting and give full consideration to budget recommendations at a second meeting.

Program budget deadline

The Trustees reviewed the objectives discussed by Department Heads and distributed before the meeting, as well as some of the previous year's objectives still uncompleted. They recommended adding an objective regarding our audio-visual resources in response to the Young Adult Department's request. They mentioned the townwide concern about vandalism and encouraged the Young Adult Department to consider additional services to young people. Mrs. Arthur agreed to develop more precise and actionable statements of objectives which would continue the outreach efforts already begun as well as further define the general concerns addressed by the Department Heads. These will be distributed prior to the next meeting along with a completed program budget and some considerations of alternatives.

Department Heads objectives reviewe

Mrs. Arthur presented a problem with a gift of money in memory of Hollis Gott which was to aid in the purchase of a historical reference work. Rather than ask for two bills for the portions of the expense shared by the library and the benefactor, Mrs. Arthur asked the Trustees to consider paying the balance from trust funds which could pay the total with one check. The Trustees felt this would not be an appropriate precedent to set and asked that the balance come from the book budget.

Gift of money i memory of Hollis Got

Clarissa Heyel was appointed to the position of Professional Library Assistant in the Junior Library, 23 hours a week, at LS 2 Entrance, effective August 10, 1976. The remaining 5 hours which had been appropriated for Mrs. Vincent's position will be reallocated to Reference. Young Adult will give two hours a week to Reference, and Music three hours so that the professional time cut from our budget will be shared by all departments.

Clariss Heyel apptd in Jr. Library

Mrs. Arthur recommended the appointment of Suzanne Sullivan to the position of Professional Library Assistant at the Dallin Branch at LS 1 maximum, since she had four years professional experience and only one course left to complete her MLS. After consideration of the appropriateness of the step in relation to her experience and to comparable staff members, the Trustees approved the Director's recommendation.

Suzanne Sulliva recommended for Dallin Br.

The Trustees voted to go into executive session for the discussion of employee wages.

Execu. session for employee wages

The Trustees agreed to meet on September 7, 1976 to act on the Round One program budget submission.

The meeting was adjourned at 11:30 p.m.

Respectfully submitted,

Eleanor Lockwood Arthur
Director and Secretary to the
Board of Library Trustees

The position of Professional Library Assistant at Dallin Branch was turned down by Suzanne Sullivan. It was then offered to Patricia Peterson at LS 2, Intermediate.

Eleanor Arthur
Library Director

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MINUTES OF EXECUTIVE SESSION

July 27, 1976

After discussion of a step raise for Stella Shen, the Trustees referred the decision to the Director for action.

Judith E. Stromdahl
Library Director

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MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

September 7, 1976

The Board of Library Trustees met on Tuesday evening, September 7, 1976, in the Director's office at 7:30. Present were John Doyle, Janemarie Hillier, Bette Pinckney, Jean McIntyre Hodgkins, Assistant Librarian, and Eleanor Lockwood Hopkins, Director.

Mr. Doyle reported that he had received an informational copy of the Annual Report forms from the Bureau of Library Extension, and would be available on September 20th to sign the completed report.

Annual Report forms from Bureau of Lib. Ext

Mr. Doyle reported on the resignation of Maude Thompson from the Library Trustees after fifteen years of service. The Trustees commented on Mrs. Thompson's distinguished record of service and the many developments of the library during her term of office.

M. Thompson's resig nation

Mrs. Hopkins conveyed the desire of the staff to join with the Trustees in some recognition of Mr. Homer's and Mrs. Thompson's retirement from the Board. The Trustees agreed to co-sponsor a tea in their honor. Jean agreed to contact the Social Committee and have a representative get together with John Doyle and contact Mrs. Thompson and Mr. Homer about an appropriate time. The Town Manager, Miss Stromdahl, and citizens who served with Mrs. Thompson as Trustees over the years will be invited. The Trustees agreed to select an appropriate book as a gift to each from the staff and Trustees.

Tea in honor of M. Thompson & W. Homer

Mrs. Hopkins will have an article submitted to the newspaper right away including some of the high points in the careers of the two Trustees and a picture.

Newspaper article to be submitted

The Trustees began the process of examining the program budget as proposed by the Director. Mrs. Hopkins explained that the budget as distributed allowed for a number of changes, and that each one must be considered by the Trustees and acted on so that a final revised budget could be prepared to be submitted to the Manager September 9th.

Examining of program budget

Mrs. Hillier said she was unaware that the budget was to be in this week, and thought the library had been given an extension. Mrs. Hopkins replied that the deadline had been August 18, and had been extended for us until this meeting. However, she would ask the Manager for a further extension if the Trustees were unable to complete their deliberation at this meeting.

Deadline for budget 8/18 to be extended

Since the programs which involved the most changes were Children's Services and Community Extension Services, and decisions revolving around Mrs. McQuaid's retirement from School Library Supervision in FY 1977, the Trustees began to

E. McQuaid's retirement

discuss these programs.

Salary of Supervisor of Children's Services

The first question to be decided was whether the FY 1978 budget should be based on the assumption that the schools would continue to fund one third of the salary of the Supervisor of Children's Services.

Relation of school & public libraries

Mrs. Pinckney expressed the concern that the library should not think in terms of withdrawing from school library affairs, but of changing our relationship from one form of cooperation and coordination to another, to support a healthy relationship between school and public libraries.

Discussion with Mr. Fagone

The Trustees observed that they had not yet had a followup meeting to their first meeting with Mr. Fagone. Mrs. Hopkins said that Mrs. McQuaid has been working closely with Mr. Fagone to make the transition smooth upon her retirement in December. Mrs. McQuaid had recommended discussing with Mr. Fagone the proposed plan to discontinue having the Supervisor of Children's Services actually supervise school librarians' work, and then planning to go with him to approach the school administration. Mrs. Hopkins had explained that such steps should be planned with the Trustees, so at this point no contact with the schools has taken place. The Trustees agreed to prepare their budget for FY 1978 without depending on the schools for a salary contribution, since they cannot be sure that the position will be filled in the same way upon Mrs. McQuaid's retirement.

Jr. Lib. budget

Questions were raised about the Junior Library budget as presented. Mrs. Hopkins explained that Grace Greene is presently paid as a department head, on a level of the Head of Reference, and has been assuming many Department Head responsibilities such as book selection supervision, since Mrs. McQuaid's school responsibilities are so extensive. Her classification is higher than the branch children's librarians, who are professional library assistants.

E. McQuaid's time

Mr. Doyle observed that while Mrs. McQuaid put only one third of her time toward the Junior Library, it is difficult to account for her great energy and devotion. What we lose will probably not be able to be replaced by the same amount of time of a new person.

To go in Executive Session

The Trustees then voted unanimously to go into executive session to discuss matters relating to the relationship of administration and Trustees. They would resume discussion of the budget at a later time.

Program objectives list revised

Upon conclusion of the executive session, the Trustees turned to a discussion of the revised list of program objectives prepared by Mrs. Hopkins in response to the Trustees' discussion at the July 27th meeting.

List of objectives

Mrs. Hillier said she felt Mrs. Hopkins should understand that the library was unable to attempt too enterprising a program at this time of budget constraints. The library should maintain the status quo and add only those programs which have a minimal impact on staff time. Priority should be placed on providing the utmost accessibility of the collection. Mrs. Hopkins referred the Trustees to her more conservative list of objectives discussed at the July 27th meeting, and noted that she had expanded that in response to concerns by the Trustees for more outreach oriented objectives. She pointed out that the purpose of this meeting was for the Trustees to come to grips with what changes must be made, if indeed new programs are to be undertaken.

Change in Friday's hours

In light of the more comprehensive picture reflected by the program budget and revised objectives, the Trustees reconsidered the change in Friday's hours discussed at the June 10th meeting. By closing at 6:00 p.m. on Fridays, the library's least productive hours, staff could be reallocated to other times of the week when public service staffing is inadequate. This could partially absorb some of the impact of the personnel cuts in this year's budget, and enable the staff to proceed with some of the outreach services the library has committed itself to. The Trustees reaffirmed their feeling that when the summer schedule begins, Friday service should be reinstated for the convenience of borrowers. Mrs. Hopkins recommended that the branches retain their present Friday schedule to give the public access to library services on Friday nights. She cited the popularity of Friday Flicks at the Fox. Dallin is now only open two nights a week and should not reduce their evening hours. The Trustees left it to the administration to determine if a change in Dallin hours is warranted at this time.

Friday schedules relationship to Sundays

Mrs. Hillier commented that in previous discussions of Friday schedules, the focus had been on their relationship to Sundays. While Mrs. Hopkins had pointed out the impact on staff scheduling the rest of the week, the recent staff cuts, and the problem of staffing new services, the full picture had not been clear to her until this most recent presentation.

Reference desk policy

Mr. Doyle asked if this change would affect the administration's policy of having people wait at the Reference Desk while appropriate staff were busy with other tasks downstairs. Mrs. Hopkins explained that it is the administration's policy for Reference staff working downstairs to be called if the desk became busy, and that this policy has been discussed with all Department Heads.

Revised Management Objectives

The Trustees discussed at length the Revised Management Objectives, modifying and changing where necessary. They then identified those presently in progress and the highest priority of the new additions. The remaining objectives are to be considered lower priority and not to be included for submission to the Manager. The objectives are included.

balance in salary accounts FY 76

The Trustees inquired about a statement of the balance in salary accounts at the close of FY 1976. Mrs. Hopkins had just received this and had not yet made copies for the Trustees. She assured them she would do so the next day. She had at hand these figures as broken down by program but not in the format the Trustees requested.

The Trustes agreed to meet on September 14 and September 21 at 7:30 p.m.

The meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Eleanor Lockwood Hopkins
Library Director and Secretary to the
Board of Library Trustees

BB

Judith E. Stromdahl
Library Director

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Mission 3-0026

MINUTES OF EXECUTIVE SESSION

September 7, 1976

Mr. Doyle expressed the Trustees' concern at reports from many staff members that they were having difficulty working with the Assistant Librarian. Mrs. Hopkins pointed out that she had called both Mrs. Hillier and Mr. Doyle to say that, while her performance in every other way was outstanding, there had been numerous occasions where in her handling of the public and staff she maintained her point of view with rigidity and intense feeling which was distressing to others. Mrs. Hopkins cited her discussions with Jean following the Director's review, her formal review of Jean, and other specific instances such as one situation with a patron desiring to use the Historical Room, when she called to Jean's attention the need for tact and good rapport.

Assistant Librarian's position

Mrs. Hopkins said she had attempted to communicate in a way that was supportive and helpful, recognizing Jean's good intentions and the frustrations of defining a new position in the library. She did not feel she should discuss with Jean that continued bad rapport would lead to her termination unless the Trustees were prepared to support that decision, and in fact she was doubtful about that step since Jean's performance was excellent except for the personal relations.

Mrs. Pinckney asked if good personal relations were an essential requirement of the job of Assistant Librarian. Mrs. Hopkins replied that was true.

Mrs. Hopkins then suggested two alternatives, the redefinition of her position or termination. Mrs. Pinckney asked if a third option might be a change in attitudinal approach on Jean's part to the position as it is presently defined. Mrs. Hopkins replied that the attitudinal change was unlikely, and that a redefinition of the position was impossible, leaving termination the only apparent option.

Mrs. Hopkins advised the Trustees of a procedure to implement this option.

The Trustees voted to support the Director's intention to notify the Assistant Librarian that her performance in the personal relationship aspects of supervision must significantly improve by November 15, 1976 or the Director will ask her for her resignation.

Summer Schedule

The Trustees went on to mention their dissatisfaction that a new scheduling pattern was instigated this summer without informing them. Mrs. Hopkins cited her memo of June 17, 1976 which Mrs. Pinckney produced, describing the program. The Trustees then asked for a full report of the evaluation of the schedule. Mrs. Hopkins explained that after it was discussed fully at the next Department Head's meeting, a report would be sent to the Trustees.

Information on personne

Mrs. Hillier also mentioned that she did not feel fully enough informed on personnel matters, citing that she had been asked to act on the appointment of a Children's Librarian after the selection approved by the Trustees had turned down the job. She felt inadequately informed to make such a decision, nor had she had any report on the performance of an employee hired by Miss Stromdahl in the Spring.

Mrs. Hopkins felt that there were differences in understanding of administration and policy making functions which needed to be resolved.

black bk

Eleanor Arthur
Library Director

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MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

September 14, 1976

The Board of Library Trustees met on Tuesday evening, September 14, 1976, in the Director's office at 7:30. Present were John Doyle, Janemarie Hillier, Bette Pinckney, and Eleanor Lockwood Hopkins, Director.

Mrs. Hillier questioned the report of the transfer of hours from Young Adult and Music to Reference. She did not remember this being reported. Mr. Doyle did not remember it either. Mrs. Pinckney said it may have been reported, but she did not remember either a report or the lack of one. She pointed out that it was not brought to the Trustees for discussion and decision, but may have been reported. Mrs. Hopkins said the minutes recorded her recollection of the situation.

Report of transfer of hours from Y. Adult & Music to Reference

Action on the minutes ~~were~~ was tabled until Mrs. Hillier checked her notes on this matter.

Mrs. Hopkins reported she would recommend a different service plan for the Xerox machine at the next meeting, since volume seems to warrant a nine month commitment at lower rates.

Different servic plan for Xerox

Mrs. Hopkins requested that in order to facilitate communication, the Trustees with subcommittee assignments meet on a regular monthly basis with the Director. The Trustees agreed to do so, but decided to reassign committees after the appointment of new Trustees. Mrs. Hopkins added that she would be interested in having a Trustee subcommittee to work with her on policy questions related to book selection.

Subcommittee to meet regularly

Mrs. Pinckney asked if anything had been left in writing from the previous Director on the subject of book selection. Mrs. Hopkins said there was not. Mrs. Hillier pointed out that Miss Stromdahl's personal selection policy governed the selection of materials. Mrs. Hillier reminded everyone that the staff agreed to a book selection workshop this fall with staff and Trustees attending.

Book Selection

Mrs. Hopkins reported that Mrs. Terzian had requested a reclassification as she did last year. Mrs. Hopkins felt that the level of responsibility of this position was the same as that of the Principal Library Assistant, who handles accounting, reports, and interface with the Town Hall on payroll, while Mrs. Terzian handles the same matters on purchasing. However, a check with the Personnel Board last year indicated that they were reluctant to add AG 6's to the town.

Re-classificatio for Mrs Terzian

The Trustees determined that no reclassification would be considered at this time. They felt approval of the Personnel Board was unlikely.

No reclassification at this time

The Trustees then reviewed the FY 77 management objectives. While agreeing they were all important, some were selected to be submitted to the Manager. The list is attached.

FY 77 Management objectives

The Trustees reviewed the statement of salary expenditures. Mrs. Hopkins pointed out that the balance returned to the town could be accounted for as follows:

$5,000	from the Assistant Librarian vacancy
7,000	from positions frozen by the Town Manager
2,000	from a vacant Northeastern student position

The remaining amount from such things as vacancies prior to the appointment of four new employees and appointment at lower steps.

Salary expenditures

The budget was reviewed before presentation to the Manager. The Trustees recommended changing the postage and supplies used by Mrs. Terzian from Technical Services to Administration. Mrs. Hillier commented that it was difficult to have understanding of the budget in the program format. Mrs. Pinckney questioned the absence of FY 78 Management Objectives as a basis for full discussion of what programs and services would be provided by this dollar amount. The description of programs as described in last year's program budget publication remain in effect for the most part. The major change in this budget revolves around the school-public library supervision question. The Trustees agreed to submit the budget as prepared, with the change in postage and supplies. The meeting with the Manager to discuss the budget with the Director and Trustees is to take place on Friday, September 17, at 4:00.

Budget reviewed

School-public library supervision

Mrs. Hopkins reported she would be meeting with Mr. Fagone and Mrs. McQuaid to explore future school-public library relations on September 20.

E. Hopkins to meet with Mr. Fagone & E. McQuaid

The meeting adjourned at 11:30 p.m.

Respectfully submitted,

Eleanor Lockwood Hopkins
Director and Secretary to the
Board of Library Trustees

Management Objectives	Performance Indicators
To have all reserved books available in six weeks from date of reserve or date of publication.	Monthly tally of number of books with reserves more than six weeks old.
To remove outdated materials from Fiction, Reference, Business, Education, Psychology, Civil Service and School Examination Collections.	Monthly report of shelves reviewed and weeded.
To evaluate the impact of forced budget cuts on patron service.	Cost per service unit. On a sampling basis, survey all entering the building for the following information: Description of users User satisfaction Time spent in building
To issue six career bibliographies for Young Adults.	Publication of bibliographies.
To offer a story program for 3 year olds.	Attendance records.
To produce six workshops on creative arts for people who work with children, in cooperation with the Friends of the Library.	Evaluation by participants.
To develop a schedule of maintenance for the three buildings.	Completion of schedule.
To do analyses of the community and the public library.	Publication of survey available to Trustees, Selectmen, Town Manager, Finance Committee, Town Meeting members, by Town Meeting 1977.
To reevaluate job classification and departmental assignments before filling any positions.	Reclassification and reassignment where warranted.
To place 20 volunteers with the library system.	Volunteer attendance records.
To provide a deposit collection at Drake Village.	Feedback sheet.

Robbins Library
9/15/76

[illegible]

Eleanor Arthur
Library Director

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MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

September 21, 1976

The Board of Library Trustees met on Tuesday evening, September 21, 1976, in the Director's office at 7:30. Present were John Doyle, Janemarie Hillier, Bette Pinckney, and Eleanor Lockwood Hopkins, Library Director.

The minutes of the July 27 and September 7 meetings were accepted as corrected.

In response to the Trustees' request for updated information on personnel management problems, Mrs. Hopkins presented the following report:

Personnel Management problems

J. Hodgkins' performance

> Mrs. Hopkins reviewed the events of the week with regard to the Assistant Librarian. As she indicated in her memo to the Trustees, on Friday, September 17th, she related to Mr. Doyle her discussion with Mr. Marquis regarding Mrs. Hodgkins' work in the library. She had told the Manager of her intention to inform Mrs. Hodgkins that her performance must improve by November 15, 1976 or she would be asked to resign. When he ascertained from her that Mrs. Hodgkins' problems seemed to be a matter of personal style and unlikely to change, he encouraged her to relieve Mrs. Hodgkins of her duties immediately, continuing to pay her for another month.
>
> Upon hearing this, Mr. Doyle advised Mrs. Hopkins to proceed as outlined by the Manager. When Mrs. Hopkins asked if this should wait for discussion by the full Board, Mr. Doyle responded that he felt it was the consensus of the entire Board at the September 7 meeting that Mrs. Hodgkins should be terminated, and it was a procedural recommendation of the Director to implement that with a warning and trial period prior to termination. He felt the Manager's recommendations would be a better way to implement their wish to terminate.
>
> Mrs. Hopkins further reported that at 8:30 a.m. Monday, September 20th, she telephoned Mr. Doyle. She expected to meet with Mrs. Hodgkins shortly to discuss more fully the specific complaints about Jean's performance. She had intended to warn her that her performance must improve or she would be asked to resign. In light of her discussion with Mr. Doyle on Friday, however, she now wondered if she should delay until Tuesday's meeting, give the probationary remarks, or terminate her at this time.
>
> Mr. Doyle said she should terminate her as suggested by the Manager, and asked if she would then send Jean home immediately, as suggested. Mrs. Hopkins replied that she felt it would be better to relieve her of her duties on September 24th and give her four weeks pay.

Mrs. Hopkins' conversation with J. Doyle

Mrs. Hopkins reported to the Trustees that she also offered Mrs. Hodgkins her remaining eleven days vacation pay.

Mrs. Hopkins requested Mrs. Hodgkins' resignation on Monday morning following her conversation with John Doyle. She followed it up with a letter in writing, as well as a memo requested by Mrs. Hodgkins, stating the problems more specifically.

Mrs. Hillier said she was distressed to learn of this action after the fact. It was her understanding that Jean would be given a suitable opportunity to be prepared for possible termination and to seek a position elsewhere if she wished. Mrs. Pinckney concurred, citing the Trustees' vote of September 7, 1976.

Understanding of Trustees

Mr. Doyle commented that it had been clear to him that the Trustees expected Jean to be terminated as that was the prognostication of the Director, and that the process was an administrative detail. He had not instructed Mrs. Hopkins as to the process but merely inquired how she would do it. Mr. Doyle stated that he did not intend and had not been under the impression that he directed Mrs. Hopkins to act, but was evaluating a procedure that Mrs. Hopkins told him the Town Manager had recommended.

Mrs. Hopkins emphasized that it was her understanding that she made recommendations to the Board for appointments and terminations, and acted on them only with their approval. She would not have terminated Mrs. Hodgkins if she had not understood that she had been authorized to do so by the Board of Trustees.

Mrs. Pinckney pointed out that the Trustees had voted only to support the Director's intention to notify Mrs. Hodgkins that her performance must improve or she would be terminated. No vote had been taken to terminate.

Mr. Doyle asked if the Trustees were still convinced that Mrs. Hodgkins must be terminated. Mrs. Hillier replied that since this step had been taken they would have to remain united but that she felt it was regrettable that it happened in this way.

It was noted that legal information and guidance would be needed. Mrs. Hopkins referred the Trustees to Chapter 31, Section 43 of the General Laws, commenting that while these are Civil Service requirements and the library is not under Civil Service, it is often used by the courts as a guideline for due process. The Trustees agreed to seek the advice and counsel of Town Counsel. The Trustees further agreed to respond to Jean Hodgkins' request for a hearing (see memo dated 9/21); to schedule that hearing on Saturday, 9/25, should the Town Counsel advise that date to be appropriate.

Legal info. needed

An appointment was set up with Town Counsel for Wednesday morning, September 22. The following questions were to be pursued:

Who is the appointing authority? The Town Manager Act seemed to indicate it was the Manager.

What guidelines should be followed for a preliminary hearing or a full hearing under the law?

What procedure should be followed at the hearing?

What is the legally appropriate procedure for handling action that conflicts with the vote of the Trustees on September 7, 1976?

What liability do the Trustees have for the action taken?

Appointment with Town Counsel 9/22

Mr. Doyle and Mrs. Hopkins reported on their meeting with the Town Manager on the budget, September 17.

> Mr. Doyle reported that the Manager and his staff stressed that they would be cutting all town budgets, and that they were expecting to cut $20,000 from the library budget.

Cut in budget

> Mr. Doyle reported that he told the Manager that the library could not endure further cuts, and in fact, the Trustees were seeking restoration of the funds cut last year after freezing 2 part time Reference positions.
>
> Mrs. Hopkins reported, in response to considerations of changing the public library's relationship to the school libraries, the Manager recommended keeping the present financial arrangement, whereby the school budget contributes one third of the salary of the Supervisor of Children's Services. If the duties of that person with the schools are no longer appropriate, due to changes in media technology, collective bargaining, and school supervisory structure, then the duties should be renegotiated.

Relationship with School Libraries

> Mrs. Hopkins also reported after Mr. Doyle had left the meeting, due to prior commitments, the Manager's staff instructed Mrs. Hopkins to submit to his office on Monday morning, September 20th, the costs of services from which $20,000 of cuts could be selected.

$20,000 cuts

Mrs. Hopkins presented to the Trustees the list she had submitted to the Manager on Monday after a review by telephone with Mr. Doyle. She had informed the Manager's office that this list would be considered on September 21, 1976 by the Trustees, and that their recommendations would be forthcoming.

The Trustees considered the several approaches to cost savings. Mrs. Hopkins informed the Trustees that reduction of three hours per week in a branch would save $1700. Mrs. Hopkins presented other options for reduction in personnel and their impact on services. Mrs. Pinckney observed that efficiencies possible through centralization of certain services should be seriously considered as the priority when the expansion of decentralized activities lacks evidence of cost-effectiveness. Mrs. Pinckney said that when the library is closed for even so brief a time as one hour such closing eliminates the use of the library for programs as well as self service (browsing). There is more flexibility possible in programming reductions. The elimination of one or more staff members may change the frequency or the type of program or the target group for the program but may not reduce programming to zero. Mrs. Pinckney recommended that maintenance of present hours of service take precedence over the maintenance of the programming schedule now in effect or planned.

Cost Savings

It was the sense of the meeting that accessibility to the library's collection was of highest priority; that a reduction in hours of service would erode that accessibility and have questionable impact on cost-savings overall; that reducing the collection at Dallin Branch to a very small browsing collection would be a disservice to the citizens of Arlington who use that Branch.

Mrs. Pinckney asked if the Director had a different analysis. Mrs. Hopkins said she shared a basic commitment with the Trustees that effective library service required programs to connect the information and ideas in the library with the people who needed them. A cut in programs would severely change the nature

Cut in programs

of library service at Robbins Library. However, she looked to the Trustees for insight as to community attitudes and political feasibility, and was willing to follow their insight on this matter. The list of alternatives as distributed is filed with the minutes.

Xerox breaks even

Mrs. Hopkins informed the Trustees that the Xerox broke even for its first three months at higher rates and in the summer. At these lower rates, with winter use, it should make a profit.

J. Doyle to sign contract for Xerox

Voted: to authorize John Doyle to sign a contract for the rest of the fiscal year for the Xerox machine at $275 per month.

The meeting was adjourned at 11:50 p.m.

Respectfully submitted,

Eleanor Lockwood Hopkins
Director and Secretary to the
Library Board of Trustees

Please post

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MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

September 25, 1976

The Board of Library Trustees met on Saturday morning, September 25, 1976, in the Director's office at 10:00. Present were John Doyle, Janemarie Hillier, Bette Pinckney, Jean McIntyre Hodgkins, Assistant Librarian, and Eleanor Lockwood Hopkins, Library Director.

Mr. Doyle stated that the meeting had been called because a request had been made for the termination of Mrs. Hodgkins, and she had requested a hearing. No termination would be effective pending the results of the hearing.

Hearing for J. Hodgkins

Mrs. Hodgkins stated her dissatisfaction with the recent events. The request for termination was abrupt and very unexpected. She had spent the week trying to understand the dissatisfactions of the Director and the Trustees. She talked with Mrs. Hopkins on Monday, September 20th and again Tuesday, September 21. After their second conversation, she was somewhat clearer about Mrs. Hopkins' point of view, but she would like to hear more from the Trustees about their dissatisfactions.

Re: J. Hodgkins

Mrs. Hodgkins commented that she liked it in Arlington and would like to stay at the Robbins Library. She felt she had shown an ability to modify her behavior when it was clear what the dissatisfactions were. She appreciated the fact that the effectiveness of separation was suspended until the results of the meeting were known.

Mr. Doyle stated that the Trustees' action followed the judgment of the administration, so that the feelings of the Trustees would be in line with those the Director had expressed. He asked if Jean would recap her understanding of the Director's dissatisfactions, to be sure that these have been made clear.

Mrs. Hodgkins responded that she would have to refer to Mrs. Hopkins' letter of September 20th which she had received on September 21st.

Mrs. Hillier asked if the memo was Mrs. Hodgkins' first awareness of the seriousness of the situation. Mrs. Hodgkins replied that her first awareness had been on September 10, when Mrs. Hopkins had told her the Trustees had some dissatisfaction with the personal relations aspects of her position, but that she would discuss it with Mrs. Hodgkins more fully after Mrs. Hodgkins' vacation the next week.

Mrs. Hodgkins stated for the record that she was uncomfortable that the meeting had the feeling tone of a hearing and that she was uncomfortable with being placed in a position of defending herself.

Mrs. Hillier replied that she didn't intend to ask Mrs. Hodgkins to defend herself, but that she found it hard to fully understand the process unless Mrs. Hodgkins elaborated.

Mrs. Hodgkins said that the Thursday after the July 27th Trustees' meeting dealing with management objectives she had told Mrs. Hopkins that when the Trustees mentioned that they had not completed revising the job descriptions and writing a personnel manual, Mrs. Hodgkins felt responsible. Mrs. Hopkins replied that she didn't understand the Trustees to be critizing her performance, but simply to be identifying a goal which they had not completed.

Mrs. Hodgkins said that Mrs. Hopkins returned to her desk to comment that she had no problems with the quantity or quality of the work Mrs. Hodgkins was performing, but that any criticisms were about the human relations aspects of her job, and that the personal relations problems were mostly functional.

Mrs. Hopkins commented that she could not recall using the words "mostly functional." Mrs. Hodgkins repeated that Mrs. Hopkins had said they were "mostly functional."

Comment by J. Hodgkins

Mrs. Hodgkins pointed out that this was not a warning interview. It took place at her desk in a public service area.

She said she replied, "I am who I am. I will do what I think is right, and you will have to decide if you want me to be Assistant Librarian."

She said this was in reference to her administrative decisions and not her personality. At that point, Mrs. Hodgkins said, she was not told what was meant by interpersonal relations.

Mrs. Hodgkins said she had had no preparation for this at any time. She might have expected it at four months when unfortunate situations had occurred with the public. She felt that she had corrected that aspect of her performance.

Mr. Doyle asked if prior to and since the beginning of that week, Mrs. Hodgkins had evaluated her relationship with the staff.

Mrs. Hodgkins asked for clarification.

Mr. Doyle asked if she had evaluated her relationship with the staff since September 20th. What is her self appraisal of her dealing with the staff.

Mrs. Hodgkins replied that she was uncomfortable being asked to make a statement at this time.

Mr. Doyle said his intention was to come to better understanding, not to put Mrs. Hodgkins on the spot.

Mrs. Hodgkins said she could tell the staff liked her. She felt they were learning how to work with her and she had seen improvement in the staff. The most obvious difference was with Mrs. Kantrowitz. Her department has improved and she has become more of a supervisor. In judging a supervisor, one should look at the pattern of growth of her supervisees and not at specific problems.

Mrs. Hodgkins was asked what she saw as the role of the Assistant Librarian.

Mrs. Hodgkins replied that question was to the point. She felt that was a large contribution to the problem.

An example was that there had been an inquiry about employment on Thursday, and a staff member had confusion about how to deal with that.

Mrs. Hodgkins felt there was confusion about her role in her mind, in Mrs. Hop[illegible]ns' mind, in the Trustees' mind, and in the staff's mind.

Mrs. Hodgkins was asked if there was anything else she could point to.

She replied that the biggest area of misunderstanding involved expectations of her working the Reference Desk. She felt that Mrs. Hopkins had given confusing messages to Mrs. Kantrowitz about her work at the Reference Desk, while Mrs. Hopkins told Mrs. Hodgkins it was not her basic function.

She was asked if she spent 5 hours a week at Reference.

Mrs. Hodgkins replied that an examination of the schedules would show that she had actually spent more time than that, and that if asked she did so. She had also been substituting at Dallin and Fox when necessary.

She stated that the staff do not understand the reason she is not on Reference more, and that has to come from the top.

Mrs. Hodgkins was asked if in view of staff cuts, more hours on Reference were warranted. She replied that she is coming around to agree with that.

Mr. Doyle commented that the staff was under pressure due to the cuts and asked if Mrs. Hodgkins also felt under pressure.

Mrs. Hodgkins replied that she now felt more settled into Massachusetts and Arlington and in her personal life. She understood Arlington a lot better than she had. She thought it took some learning. She agreed that she could now see the strengths of the community as well as its weaknesses.

Internal pressure has come from floundering with problems as they arose. The transition from Miss Stromdahl was destined to be difficult. She wanted the staff to take some responsibility for decisions. They had had a lot of structure. They need a lot of structure and guidance. We still haven't come to grips with the vacuum left.

Role of Asst. Lib.

Mrs. Pinckney commented that they had been addressing the role of the Assistant Librarian in relation to those who report to her, and asked Mrs. Hodgkins to comment on the role of the Assistant Librarian in relation to that of the Director. Was her ability to function with her subordinates conditioned by the type of leadership she received from the Director?

Mrs. Hodgkins found she was confused about this role. She said she and Mrs. Hopkins [illegible]d both thought this would be a team effort. She had never functioned at the top of [illegible] library before. Since early summer she had been trying to sort these things out.

She felt that she needed leadership from the Director to set up a way to deal with personnel budget needs. She felt that she had to act too much on her own to identify alternatives and choose a solution.

Mrs. Pinckney asked if Mrs. Hodgkins had the final decision over internal operations and was looking for parameters and guidelines for that.

Mrs. Hodgkins said that she usually received support from the Director for her ideas but little feedback about alternatives to what she might be thinking.

She felt a systematic means of sitting down together was necessary for the Director and Assistant Librarian, the two of them with Mr. Tao and Mrs. McQuaid, and the two of them with Mrs. Hooley, Mrs. Terzian, and Mrs. Scott. She felt that now the initiative was with her to request a meeting.

She felt that she got no feedback from the Director about whether it was urgent to begin a personnel manual, that the Director doesn't know enough about what is going on in the library, and that there hasn't been enough opportunity to deal with the working relationships in the library.

Mrs. Hillier asked if she was involved in the work on the Drake Village Collection. She said that initially, Mrs. Hopkins told her of the proposed meeting at Drake Village and that they agreed that Mrs. Kantrowitz should be the one to attend. She arranged for Mrs. Kantrowitz to go. She knew that Mrs. Kantrowitz had agreed to pursue the Outreach Project but had little further communication on it.

She thought that Mrs. Hopkins spoke with Mrs. Kantrowitz directly on these matters. She felt it is undermining for a person's superior to encourage their supervisees to come to them.

Re:
J. Hodgkins

Mr. Doyle asked if the response from the staff was based on pressure on them due to short staffs.

Mrs. Hodgkins assented.

Comments by
J. Doyle &
J. Hodgkins

Mr. Doyle asked if pressure on the staff can be alleviated, so that communication is unimpeded by the pressures.

Mrs. Hodgkins said she had been thinking about that in the past few months and this week in particular. She realized that by virtue of her position what she says carries a different weight. She is accustomed to a staff who are her age and will speak up. She felt she should be gentler in her approach.

Mrs. Hodgkins was asked if it was possible to spend more time at the desk? She said she needed direction from the Director. It was not her choice.

She felt she needed leadership and direction from the Director in setting priorities for all staff, in coordination and control of the book and personnel budget, and recommended meetings of the administrative team and the services team. She recognized that formal meetings are resisted by the staff.

Mrs. Hodgkins was asked if she had participated in the budget. She said that was one of the areas she would like to do more with. She said she got some price quotations and did some figuring, and participated with the staff in the discussion of objectives.

Mrs. Hodgkins was asked how she had worked to deal with the problems of staffing in Circulation.

She stated again that she was uncomfortable having to defend herself. She felt she had coped as well as she could under the circumstances. She had given Stephen Day extra hours. She had obtained two pages on Federal funds. She spoke with Mrs. Hopkins about using any moneys from vacancies in Technical Services. She had called all the schools which we had registered for work study and made arrangements to keep Stephen Day beyond September. She felt Mrs. Hooley, Mrs. Thompson, Mrs. Hopkins and Mrs. Leonard and she should sit down to talk about the problem.

Mrs. Hodgkins was surprised to hear of the unused personnel money. She had ascertained as of December what available personnel moneys there were and when Mrs. Rudd retired, hired extra reference help and college student time.

Mrs. Hillier asked Mrs. Hodgkins if she had been aware of the tension Wilma Hawkins felt before her absence last year, and what she had done about it.

Mrs. Hodgkins replied that she didn't know the exact nature or degree of Mrs. Hawkins' problemsuntil she was absent.

Mrs. Hopkins added that Mrs. Hodgkins had brought to her attention her worry about Mrs. Hawkins prior to the absence because they were both trying to find out what was bothering her. That is why Mrs. Hopkins cautioned Mrs. Kantrowitz and Mrs. Hillier at their visit to Drake Village that book talks for the elderly could only be scheduled if it wasn't overburdening the staff. Mrs. Hopkins cautioned Mrs. Kantrowitz to place no pressure on Wilma to do these talks. Mrs. Hodgkins had been instrumental in bringing the problem to Mrs. Hopkins'attention.

Mr. Doyle inquired what amount of time Mrs. Hodgkins felt would justify a fair attempt at improving the situation, and to take actions to alleviate the pressures.

Mrs. Hodgkins replied she felt three months. One month would give time to indicate her demeanor was appropriate. It might take 6 months, one year, or two years to establish priorities and reverse the erosion.

Mr. Doyle asked how long she felt would be fair to her, six months or a year?

Mrs. Hodgkins responded that she disliked being on probation for that period of time. She said she thought she could prove to them that she is capable of conducting herself in a moderate and temperate manner within a couple of weeks. She didn't feel there was any problem with her dealing with the public at this time.

Mrs. Hodgkins took exception to a number of things in Mrs. Hopkins' memo. She was asked if discussion of them at this time would have an effect on the Trustees' deliberations. She didn't think so.

Mrs. Hodgkins stated if the meeting gets into a question of an adversary relationship and a defense of herself, she would like to have counsel present.

Mrs. Hillier commented that her questions weren't meant to imply criticism or judgment, but were only to clarify the situation.

Mr. Doyle inquired of Mrs. Hodgkins if she had anything else to bring before the attention of the Trustees before they entered their deliberations. Mrs. Hodgkins

said she didn't believe she did. She thanked the Trustees for their attention and excused herself for their deliberations.

Following this, the Trustees held the following meeting with Mrs. Hopkins:

Meeting with E. Hopkins

Mr. Doyle asked Mrs. Hopkins how long she felt would be a fair probationary period to give Mrs. Hodgkins the guidance she requested and a chance to demonstrate her improvement.

Mrs. Hopkins pointed out that it would take many months to fully work out all of the communications channels and structures requested by Mrs. Hodgkins. She also pointed out that it would take a long time to obliterate staff resentments developed in Mrs. Hodgkins' early time of employment.

Mrs. Pinckney clarified that they must determine an appropriate period of time to set up the mechanism to reach these goals and to allow Jean to demonstrate her ability to make appropriate judgments about her behavior with staff.

Mrs. Hopkins cited Mrs. Hodgkins' comment that one month would be sufficient to observe her demeanor, and suggested that six weeks would be appropriate.

The Director informed the Trustees that she would be out of town and unable to define the criteria for evaluation to Mrs. Hodgkins until October 4, 1976, so that extension might be given until November 23, 1976.

It was the sense of the meeting to approve a period of probation for Jean McIntyre Hodgkins to run from 10/4/76 through 11/23/76. Evaluation reports based on criteria to be givento Mrs. Hodgkins by 10/4/76 will be made on 11/9/76 and 11/27/76.

Respectfully submitted,

Eleanor Lockwood Hopkins
Director and Secretary to the
Board of Library Trustees

black book

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MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES
October 12, 1976

The Board of Library Trustees met on Tuesday evening, October 12, 1976 in the Director's office at 7:30. Present were John Doyle, Chairman, Janemarie Hillier, James Earls, Bette Pinckney, Jean Hodgkins, Assistant Librarian, Eleanor Lockwood Hopkins, Director. Also present were John Bilafer, Town Treasurer, and Laura Roy, Professional Library Assistant.

John Bilafer, the Town Treasurer, met with the Board to discuss the annual report on the Trust Funds. Since he had a conflicting engagement, he suggested that the Trustees look at the report, jot down questions for him which Mr. Doyle could go over with him at a later time when he examined the books in detail. Because of time pressures, Mr. Bilafer needed the Trustees' signatures on the report as soon as possible. Mr. Bilafer then left for a second meeting with the intention of returning later in the evening.

Annual
report
on Trust
Funds

Mr. James Earls was welcomed as a newly appointed Trustee. The Director invited him to meet with her for a tour of the library and background materials at his convenience.

J. Earls
new
Trustee

Correspondence was received from Charles B. Woodman, Treasurer of the Friends of the Library, with a check for $235.65, the Friends' share of the cost of the hangers for the circulating art donated by the Friends and the Trustees. The Director will make arrangements with Mrs. Yood to have the device installed. The check was endorsed for deposit into the General Income Fund.

Check
from
F. of L.
$235.65

VOTED: When the hanger is installed, to extend an invitation from the Trustees to host a meeting of the Friends in gratitude for their generosity, and to have the Chairman send a letter to the Friends expressing the Trustees' thanks.

Meeting
when
hanger i
installe

The minutes of the meetings of September 14 and September 25 were deferred until the next meeting. The Chairman of the Board will meet with the Director on October 14 to make necessary revisions in the minutes so that a revised version can be mailed to the Trustees in advance to expedite the handling of minutes at the next meeting.

Minutes
of 9/14
and 9/25
deferre
until
next
meeting

Mrs. Hillier stated her support for the difficulty the Director found in performing her administrative function at the meetings while taking minutes. She requested the Chairman to appoint a subcommittee to meet with the Director to come up with a solution to the problem of notes, either to find someone else to take them or rotate them among the Trustees. In the interests of efficiency, this subcommittee would explore options and report back at the next meeting. Mr. Doyle appointed Janemarie Hillier and James Earls to this subcommittee.

Difficulty of Director in taking minutes

The Trustees turned to the question of the Trust Fund reports. The Chairman explained that the procedure has been that once a year all accounts are checked by the Treasurer, the Auditor, and the Trustees. The Trustees felt the books should be examined by the Chairman and the report studied by the Trustees before they were signed. The Chairman agreed to check the books and the Trustees to study the reports on October 13.

Trust Fund reports

The Director requested the Chairman to deposit a copy of the 1975 and 1976 Trust Fund reports with the library so the library's files would be complete.

Copy of 1975 and 1976 Trust Fund reports to be in library

The Chairman asked for clarification as to whether the Trustees had discussed at a meeting this year the Arlington Townlife matters on the agenda. The Director reported that they do not appear in the minutes. Her recollection was that she had discussed the matter with the Chairman but waited to take action until the full Board had been apprised.

The Director reported on several problems relating to the Historical Room Special Projects.

Arlington Townlife matters

Prices on Duplicating Photographs. When Norman Hurst completed his work on the Arlington Townlife Project, the agreement with the previous administration was that he would keep the negatives to all pictures from the project. Since several photographs had been damaged by borrowers, the library staff contacted Mr. Hurst about costs of replacement. The price he initially quoted was $5.00 a print. He explained to the Director later that because of the archival nature of the product, the process was very time consuming and actually cost him much more than $5.00. In addition, searching through his negatives was so time consuming that he had charged the Citizens Involvement Committee a search fee. For this reason, in the future the charge for replacing photographs would be $25.00. It was her understanding, though, that he would do these first prints for the quoted $5.00.

Histor- R. projects

Duplicating photographs

The staff had previously investigated alternative sources and had quotes from Duettes that prints of equal quality could be done for $5.00 with $2.50 additional for the cost of negatives. Fogg Museum would reproduce negative and print for $9.00. The Director authorized Mr. Hurst to reproduce these prints at the $5.00 figure but made no arrangements for future work.

The Director was surprised, upon receiving the prints, to receive a bill for $10 a print. Upon further correspondence, Mr. Hurst apologized for the confusion, referring to a search fee which had not been clear to the Director, and agreed to give the library these prints at no charge.

The Director reported that she cannot recommend continued business with Mr. Hurst at these prices, but has no funding to duplicate negatives prior to circulation if another firm is to do the work.

Business with N. Hurst

Arlington Townlife Tapes. The Director reported that it had come to her attention that some of the tapes from the Arlington Townlife Project had been

Townlife tapes

recorded without the knowledge of all participants. She had instructed the staff that tapes were not to be accessible to the public unless signed releases were obtained. Mr. Crowley was in the process of obtaining releases for the tapes involved. The Trustees approved a policy to provide access only to tape materials for which there are signed releases from all participants.

The Trustees agreed to store those materials without signed releases temporarily, and to obtain legal advice.

Consultation with Town Counsel. The Director reported that after discussion with the Chairman, she had consulted John Mahar regarding some of the matters relating to Arlington Townlife.

Consultation with Town Counsel on Townlife

1. John Mahar's opinion is that if there had been an understanding with the administration originally that the negatives would remain in his possession, Norman Hurst has the right to keep them.
2. Legally, if one party to a conversation knows it is being taped, it is legal to do so.
3. If Norman Hurst publishes information gained in this manner, the Trustees would probably not be legally liable.
4. The tapes are the property of the library and should be returned.
5. John Mahar recommended that he contact Norman Hurst and tell him the Trustees are uncomfortable with his method of taping and therefore would like to regain their property. The Director instructed him to take no action until the Trustees were fully apprised of the matter.

The Trustees authorized the Chairman to discuss with Town Counsel what the Trustees could reasonably discuss with Norman Hurst regarding the negatives and how to pursue obtaining the tapes, explaining to him that the Trustees will meet with Norman Hurst. There is to be no further action of Town Counsel until the Trustees meet with Norman Hurst. The Chairman is to report to the Trustees before they talk with Norman Hurst.

Town Treasurer at meeting

The Town Treasurer returned to the meeting. He was informed by the Trustees of their intent to complete the approval of the Trust Fund Reports the next day.

Overdue bills

The Treasurer described the new Town procedure for collection of overdue bills. After 30 days, the bills are turned over to small claims court and bills are so stamped at time of issuing. Unpaid bills for lost books might be handled this way. Care should be taken to avoid situations where a patron could claim the book had been returned. Therefore only chronic offenders should be handled in this way. Mr. Bilafer suggested that a test be run on a small group of chronic offenders.

VOTED: That the library turn over to the Town Treasurer the list of chronic offenders for further collection process.

Dallin statue repaired

The Director reported that Charlotte Davidson had repaired the Dallin statue of Paul Revere for exhibition with the publication of the new book on Dallin. However, when Mrs. Davidson described the fragile condition of the mended statue, it was returned to the attic. The two alternatives under consideration for future display of the statue were a display case whose description had been distributed to the Trustees, and a glass protection to be constructed by the Town Maintenance Department. Since the Maintenance Department had not yet produced their estimate, the Director had no recommendation for consideration at this time.

Artist in Residence

A proposal for an Artist in Residence had been distributed to the Trustees before the summer meeting, at the same time as it was distributed to appropriate staff members for their consideration. Since the proposal would involve space and activities in the gallery, and the Robbins Print Curator was not in support of the project, the Director did not recommend it at this time.

VOTED: That no action be taken on the Artist in Residence proposal.

Use of Trust Funds

Mrs. Pinckney commented that she hoped some positive consideration would be given for appropriate use of Trust Funds.

Gifts for M. Thompson & W. Homer

The presents selected for the retiring Trustees were a batik print from Art Asia for Maude Thompson and a book on sports for William Homer. Staff had donated a sum, and Mrs. Hillier agreed to determine the balance and collect from the Trustees.

Letter to E. Farnsworth

The Trustees directed the Chairman to write a letter to Emily Farnsworth complimenting her for her excellent article on the Trustees' retirement.

P. Henderson

The Director announced that Peggy Henderson had been offered another job. Peggy had approached her about keeping both jobs, working at the library evenings. The Director felt that with the present shortage of library assistants in Circulation, it was essential that Peggy's schedule be at the library's convenience. The Director felt Peggy should be able to be scheduled so as to work closely with her supervisor, and therefore had told Peggy she should choose between the two jobs. Peggy had asked to work both jobs for one week before making her decision, and would notify the Director on October 15 which job she would keep. Since Peggy was babysitting, she asked for an adjustment in her schedule and she and the Director had agreed that if she were resigning she could work 10 hours the weeks of October 11, 18, and 25, also receiving 10 hours of vacation each week the weeks of October 18 and 25. This would provide two weeks' notice.

Mrs. Hillier asked if there was any way of reducing Peggy's hours and giving the balance to another staff member to avoid the danger of the position being frozen. The Director replied that the other part time senior library assistants were not interested in additional hours in Circulation, so that a new person would need to be hired in any case.

The meeting was adjourned.

Respectfully submitted,

Eleanor Lockwood Hopkins
Director and Secretary to the
Board of Library Trustees

black book

MINUTES OF THE MEETING OF THE BOARD OF LIBRARY TRUSTEES

October 26, 1976

Robbins Library
Director's Office

The Board of Library Trustees met on Tuesday evening, October 26, 1976. Present were John Doyle, Chairman, James Earls, Janemarie Hillier, Bette Pinckney, Jean M. Hodgkins, Assistant Librarian, Eleanor L. Hopkins, Library Director. The trustees had, in hand, background materials distributed prior to the meeting: Robbins Library Concert Series fundraising form letter, Capital Outlay report July 1976 through October 12, 1976, General Expenditures Report, July 1976 through October 12, 1976, General Expenditures Report, July 1976 through October 12, 1976, Report of the Robbins Library Trust Funds, July 1, 1975 through June 30, 1976 and Bette Pinckney's suggested policies for budget control.

Background materials distributed

Call to Order. The Chairman called the meeting to order at 7:40 p.m.

Order of Business. It was moved, seconded and VOTED to place the agenda item, Approval of the FY 78 Budget, first on the agenda after the approval of the Minutes.

FY 78 budget first on agenda

Secretary. Mrs. Hopkins announced that she would be unable to take Minutes because she did not feel well. Mrs. Pinckney agreed to take Minutes, in response to the Chairman's request.

B. Pinckney to take minutes

Minutes. The Minutes of the Meeting on September 14, 1976 were corrected as follows: Page 2, paragraph 2, Sentence 1, insert 'FY77' between 'the' and 'management'. Page 2, paragraph 4, Sentence 4, delete ' was concerned that we needed ' and substitute ' questioned the absence of FY 78 Management objectives as a basis for'; delete 'an'; delete 'were' and substitute 'would be'. It was moved, seconded and VOTED that the Minutes of the September 14, 1976 meeting be approved with the corrections indicated.

Corrections of 9/14 minutes

The Minutes of the September 21, 1976 meeting were corrected as follows: At the end of paragraph 1 of Mrs. Hopkins' report, insert 'Upon hearing this, Mr. Doyle advised Mrs. Hopkins to proceed as outlined by the Manager. When Mrs. Hopkins asked if this should wait for discussion by the full Board, Mr. Doyle responded that he felt it was the consensus of the entire Board at the September 7 meeting that Mrs. Hodgkins should be terminated and it was a procedural recommendation of the Director to implement that with a warning and trial period prior to termination. He felt the Manager's recommendations would be a better way to implement their wish to terminate'. Page 2, paragraph 2, line 2, insert between 'terminate' and 'and' 'as that was the prognostication of the Director'. Page 3, paragraph 3 end of sentence 1, add 'after a review by telephone with Mr. Doyle'. It was moved, seconded and VOTED to approve the Minutes of the September 21, 1976 meeting with the corrections as indicated. It was moved, seconded and VOTED to postpone until the next meeting the approval of the Minutes of the meeting of September 25, 1976.

Corrections of 9/21 minutes

Budget.

Budget personnel

Retirement of Sup. of Chil. Ser.

Personnel The Director reported that the line item budget is completed in draft form except for Dollar decisions on the program budget. The trustees discussed possible savings in personnel expenditures. They considered the effect of neither the School Committee or the Public Library Trustees providing school library/public library coordinated services. The supervisor of Children's Services is expected to retire at the end of calendar year 1976. A decision to eliminate that position represents a reduction in personnel expenses of $9116. The expenditures for Administration personnel include, in addition to the Director and Assistant Librarian, the payroll clerk, the purchasing clerk, the secretary and the public relations function of a professional library assistant. A reduction in this area by eliminating a position would remove one of the basic operating functions for the entire library system.

Personnel in Tech. Ser.

Circulation Dept.

The personnel in Technical Services have such an overload of routines that many of the functions that properly should be assigned to Technical Services are performed by professionals in other departments. A serious problem exists in that professional staff are using their time performing nonprofessional (clerical) tasks. Professionals are mending books, typing catalog records, preparing records, processing paperbacks, processing pamphlets, processing historical materials, typing and handling acquisitions. Furthermore, the staff in the Circulation Department must man the desk 132 hours per week. These four library assistants work 140 hours per week and have to perform the following tasks as well: overdues, periodicals, mending, reserves, slipping books, correcting snags and cover during sick leaves and vacations.

CETA positions

The Director reported that an application has been filed with Mr. George Wadsworth for three CETA positions. The request is for Senior Library Assistants.

Role of Children's Librarian

The Trustees discussed the role of the Children's Librarian at the main library when the position of Children's Supervisor is eliminated. Supervision of the Junior Library plus supervision of the children's work in the branch libraries and responsibility for work that goes on there can be defined as additional responsibilities without additional compensation. The Director advised that the Department Head in Junior Library should have responsibilities and compensation compatible with other Department Heads. It was noted that coordination, continuity consultation and cooperation among professionals who work with children can be maintained when the only line of authority and accountability is from the Branch Librarian through the various levels of assistants within that Branch. This change will require future consideration of an amended organization chart.

Budget cut in $9116

Mr. Earls' motion, that one of the FY78 budget cuts be taken in the $9116 from Supervisor of Children's Library Services, was seconded by Mrs. Hillier and VOTED by the trustees.

Impact of 9116 reduction

The trustees considered the impact of the $9116 reduction in personnel expenditures on programs overall. The question arose whether the entire amount should be concentrated in children's services or whether some portion should be directed to another department. It was the sense of the meeting that for purposes of the budget document the $9116 reduction should be identified at the point of origin (Children's Services) and that adjustments in scheduling are administrative decisions.

$2000 for films deleted from budget

Budget cuts in resources. Mrs. Hillier's motion that $2000 for films for Young Adult and Adult Departments be deleted from the budget, was seconded by Mrs. Pinckney. The trustees were reminded that $1000 budgeted for ongoing film services would remain in the budget as recommended by the trustees. The trustees VOTED for the motion.

Sunday openings

Sunday openings. The discussion of Sunday openings revealed that an increase in service such as this can be costly in terms of overhead and overtime. The Director warned that Friday night openings cannot be reinstated without adding personnel costs. Mrs. Hillier observed that dissatisfaction has been expressed in the community with the Friday night closings.

The Trustees discussed the need for the community to be willing to pay for extended services, such as Sunday openings, if the community wants the services.

Eliminate $3641 from budget

Friday evening closings do not represent a savings because the library lost 21 hours of personnel in Reference and lost 3 full time Northeastern students representing a total of 220 hours lost. It was moved, seconded and VOTED to eliminate $3641, the cost of Sunday openings, from the budget.

Other budget cuts

Further budget cuts. Discussion of other cuts did not reveal a significant dollar savings. The Director informed the trustees that the library needs a net gain of people for the same dollar. There should be plans to begin centralizing certain routines with the proper proportion of support service staff to professional staff. Services which have increased in number and scope have placed increased demands on staff time. (Examples: Historical Collection and services to Drake Village.)

Substitution nonprofes- sional for professional

Mrs. Pinckney said that the Board of Trustees should not exclude consideration of the substitution of one nonprofessional assistant's position in FY78 for one professional library assistant position as an alternative to attrition when subjecting personnel expenditures to budget control. She added that such a policy may be important to implementing a policy of centralizing routines, providing adequate support staffing for professionals and making the functions of the Technical Services Department cost-effective. The other trustees did not agree it would be advisable to consider this matter at this time because it was outside the scope of their allowable action and it would mean the elimination of one position and the establishment of another.

Budget cuts $14,757

Summary. The total budget cuts voted by the Trustees were $14,757.

School Librar Supervisor

Report on the School Library Supervisor Position.

The Director reported that, to date, there has been no response to her attempts to contact Superintendent Gibbs about the school library supervisor position.

Report on Historical Room Assistant Position.

P. Henderson's resignation

The Director reported that...

-- Peggy Henderson has given her verbal resignation although the Director's office has not received, to date, her written resignation.

-- The work in the Historical Room has progressed beyond the critical state. Identifying tasks to be completed has been a part of that work.

-- Pictures and slides need only clerical processing. A clerical staff member could be hired to replace Ms. Henderson. This person could be assigned to the Historical Room for part of his/her working hours and to the Circulation Department for the balance of his/her working hours.

Historical Room situation

-- The Circulation Department needs require a higher priority than the Historical Room.

-- The 20 hours used by the Historical Room had been transferred from the Circulation Department. When the Circulation Department had a shortage in personnel a staff member had been added through the CETA program.

-- The situation has now changed. CETA and three full time staff positions have been eliminated.

-- The 20 hours continues to be assigned to the Historical Room.

-- The Historical Room and the use of volunteers have been the priorities of the Trustees and these priorities have received the time and energies of the Director and the Assistant Librarian during the past year.

-- The Director questions whether this concentration of time and energy is the best use of a Director's time and energy.

The trustees discussed the question 'What is the priority for the use of the hours now assigned to the Historical Room?' The terms of the agreement between the Historical Commission and the Robbins Library were reviewed. Mr. Crowley is obtaining the releases for the tapes. Approximately 80 individuals were involved in the taping. It is not known precisely how near completion is this part of the project. Timing considerations make the releases a part of the project that must be completed with dispatch. Decisions about priorities among special projects may have been made with the assumption that the critical needs of basic services were being met. A decision to terminate the agreement between the Historical Commission and the Library prior to the completion of the project would be a new and unfortunate phenomenon for the library.

There was general AGREEMENT that the releases part of the project must be completed with all due speed.

Approval of Concert Series Fund Raising Letter. The Trustees reviewed the Concert Series fundraising letter. The question arose about legal implications of distributing the letter. It was moved, seconded and VOTED to submit the letter for Concert Series fundraising to the town counsel for advice.

Concert Series fundraising letter

Discussion of Trustee-Administration Relations. It was moved, seconded and VOTED to table the agenda item: Trustee-Administration Relations.

Trustee Administration relatio

Other Business. The Chairman announced the new trust fund for the library established by the Wellington family. The library has received the first dispersement, over $20,000. Further details will be presented to the trustees as soon as they are known.

Trust Fund - Wellin
ton fam
ily

Adjournment. It was moved, seconded and VOTED to adjourn the meeting at 11:00 p.m.

Respectfully submitted,

Bette Pinckney
Secretary Pro Tempore

27 Lenox Street
Worcester, MA 01602
November 3, 1976

[illegible] John F. Doyle, Chairman
[illegible]rd of Library Trustees
182 Highland Avenue
Arlington, Massachusetts 02174

Dear Mr. Doyle:

This is to inform you of my resignation as Director of the Robbins Library, effective December 10, 1976. I take this action with deep regret, but with the firm conviction that it would best meet the interests of the library, the town, and myself.

I have found demands placed on my work that seriously limit my ability to act as an effective administrator. These demands involve the nature and extent of the Director's authority and responsibility and its understanding and support by the governing authorities of the library and the town.

It has been my experience to encounter conflicts and confusions between town and library authorities over policies, priorities, and administrative actions. This has placed the administrator in the untenable position of responding and being held responsible to two authorities who have not clarified and reconciled their own differences.

In addition, I have experienced lay involvement into administrative details and judgments, which undermine my authority and absorb considerable time for resolution. This involvement, and the differences between authorities have reached a level where my professionalism and personal resources cannot meet those demands.

My termination date includes ten days accrued vacation time which will begin on Monday, November 29, 1976.

Sincerely yours,

Eleanor Lockwood Hopkins
Library Director

cc: Mr. J.J. Earls
Mrs. G.W. Hillier
Mrs. R.P. Pinckney

Eleanor Arthur
Library Director

Robbins Library
Town of
Arlington, Massachusetts 02174

Telephone
643-0026

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

November 9, 1976

The Board of Library Trustees met on Tuesday evening, November 9, 1976, at 7:30 in the Director's office. Present were John Doyle, Chairman, Bette Pinckney, Janemarie Hillier, James Earls, Jean Hodgkins, Assistant Librarian, and Eleanor Hopkins, Director. Observers were Maryellen Remmert and Christine Blouke.

Maryellen Remmert presented a letter from the staff and asked to say a few words. She explained that the letter had been drafted and had a few signatures before the Director met with the staff that morning. The staff was satisfied with the meeting and found it very revealing. They were no longer confused, but were still concerned with the effect of proposed budget cuts on the library and would like to meet with the Trustees. Since the letter had already been written it was not revised, but the staff wanted the Trustees to know the wording would have been somewhat different if it had been written after the meeting with the Director.

Letter from staff re: budget cuts

Since the subcommittee appointed at the October 12th meeting to find an alternative to the Director taking minutes had not yet met, the Director was asked if she would take the minutes. The Director went on record that she still felt as she had since her arrival, that she felt taking minutes interfered with her administrative function, but if the Trustees wished her to do so, she would. Mrs. Hillier reported that the Trustees of the Robbins Library once took minutes, until one Trustee objected to it, and the Director assumed that responsibility by virtue of being named Secretary of the Board.

Taking of minutes

The minutes of the September 25th meeting were corrected as follows:

The informal discussion with Jean was to be separated from the discussion afterwards. Page 6, paragraph 5. The Director informed the Trustees that she would be out of town. Page 6, paragraph 6. It was the sense of the meeting.

VOTED: That the minutes of the meeting of September 25 be accepted as amended.

Discussion with Jean

VOTED: To affirm the sense of the meeting of September 25, 1976 by publishing the agreed upon wording in these minutes; to approve a period of probation for Jean McIntyre Hodgkins to run from 10/4/76 through 11/23/76. Evaluation reports based on criteria to be given to Mrs. Hodgkins by 10/4/76 will be made on 11/9/76 and 11/27/76.

Evaluation reports

The minutes of the October 26 meeting were corrected by adding "in draft form" on page 2, line 1 after completed.

VOTED: That the minutes of the meeting of October 26 be accepted as amended.

The following correspondence was received:

Correspondence received

An announcement of the MLTA meeting November 13, 1976. Wednesday is the deadline for registrations.

MLTA meeting

A letter from the Citizens' Involvement Committee asking for a representative to a Task Force meeting Wednesday night.

CIC

An announcement of the Friends of the Library meeting, Thursday, November 18, 1976. The Trustees are hosts for this meeting and will provide refreshments. Mr. Earls will make coffee. Mrs. Hillier will order refreshments. On November 15, Mrs. Hillier and Mrs. Yood will consider circulating art for purchase.

Friends of Library meeting

A letter from Bill Homer expressing gratitude for the partyand gift.

Wm. Homer

A request from the SriChinmoy Centre asking use of meeting room. Request was approved.

Mrs. Hillier asked to have Mrs. Caterino prepare a report on the use of the meeting room.

SriChinmoy Center - Meeting Room at Fox

Mr. Doyle had signature cards for the Trustees to sign for the new Trust Fund recently donated to the library in the name of Arthur J. and Agnes W. Wellington.

Trust Fund

Mr. Doyle announced the receipt of the Director's letter of resignation.

Director's letter of resignation

A letter was read from Peggy Henderson. VOTED: that Peggy Henderson's resignation be accepted as of the date recommended by the Director.

P. Henderson

The Line Budget was presented by the Director. It included a change in Clarissa Heyel's position from 23 hours a week to full time, the deletion of the Supervisor of Children's Library Services position, and the reinstatement of three Junior Library Assistant positions cut from FY 1977's budget. Sunday openings and part time positions were included as well as $3,000 for films.

Line budget

Mrs. Hopkins explained that her instructions from the Town Manager were to ask for what she felt was needed, and that these were the library's minimal needs to maintain present services effectively.

After deliberation, the Trustees determined that it would be advisable to submit a budget closer to the Manager's recommendations.

> VOTED: To recommend cuts of $6292 in Junior Library Assistants, $3875 in Sunday openings, and $2,000 in films, as well as $3520 in substitute custodial help conditional on the ability to schedule one custodian in each building for the usual hours during the summer.

The Director reported that the Selectmen had asked Mike Wright to get an estimate for the cost of cleaning two sides of the building. He would provide her with a copy when it is available.

Cleaning bldg.

The Director presented the $15,000 worth of capital expenditures she considered necessary for library operation. The Trustees decided to submit the $4075 in capital expenses approved by the Town Manager.

Capital expenditures

Mr. Doyle agreed to contact the Bureau of Library Extension about potential aid for a structural analysis or planning.

VOTED: That the written personnel report be received.

Personnel report

VOTED: That Mrs. McQuaid be appointed to the position of Acting Director for the period of time from November 29, 1976 until April 1, 1977 or until a permanent Director is appointed.

Esther McQuaid as Acting Director

Mr. Doyle reported on the availability of videotape equipment from his office for an alcoholism project, and suggested an arrangement whereby the library would be the owner of the equipment and make it available to the Jaycees.

Video-equipment for alcoholism project

The meeting adjourned at 11:50 p.m.

Respectfully submitted,

Eleanor Lockwood Hopkins
Library Director and Secretary to the
Board of Library Trustees

MEMORANDUM

FROM: The Staff of the Robbins Library

TO : The Trustees, Mrs. Hopkins, Mrs. Hodgkins

DATE: November 9, 1976

The staff is worried, concerned and confused about the proposed cuts in the personnel budget.

We would like to request a meeting with the complete board of trustees, the administration and the Robbins Library staff as soon as possible to discuss further the effects these cuts will have on the operation of the library.

Christine Flouke
Peggy Shea
Maryellen Kemmett
Joan Caterino
Pat Peterson
[illegible] N. McInerney
Marie O'Day
Helen G. Sullivan

Ethel McQuaid
Janet Briand Collett
Barbara Allen
Ellen C. Callahan
Louise Sullivan
Stella Shen
Wilma Hawkins
Clarissa Hoyt
Emily C. Farnsworth
Rosalind J. [illegible]

Grace Greene
Nancy Mouson
Dorothy
Helen W. Thompson
Marie Begay
[illegible]
William R Morse
Elaine Leonard
Bill Flaherty

cc: Mr. Doyle
Mr. Earls
Mrs. Hillier
Mrs. Hodgkins
Mrs. Hopkins
Mrs. Pinckney

Eleanor Arthur
Library Director

Robbins Library
Town of
Arlington, Massachusetts 02174

Telephone
643-0026

Black book

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

November 23, 1976

The Board of Library Trustees met on Tuesday evening, November 23, 1976, in the Director's office at 7:30 p.m. Present were John Doyle, Chairman, Janemarie Hillier, James Earls, Bette Pinckney, Jean Hodgkins, Assistant Librarian, Esther McQuaid, Supervisor of Children's Services (designated Acting Director), Eleanor Hopkins, Director. Also present was Christine Blouke, Reference Librarian.

J. Hillie
to take
minutes

Corres-
pon-
dence
from
M. She
Re:
con-
tract

Since Mrs. Hopkins felt that she was unable to take the minutes of her final meeting with the trustees, Mrs. Hillier was appointed to do so. Correspondence was received from Margaret Shea, President of the Robbins Library Professional Association, concerning contract negotiations. She stated that the professional staff has agreed that their first objective would be to achieve parity with the non-professional staff by negotiating for a 35 hour work week and for a provision covering Sunday work equivalent to the clause in Local 680's contract requiring double time compensation as overtime pay for those employees wishing to work a Sunday shift. Two bills for the Friends of the Robbins Library meeting were received.

Minutes
of Oct.
12 ap-
proved

Mr. Earls moved that the minutes of the October 12, 1976, meeting be approved as corrected. His motion was seconded by Mrs. Pinckney and passed. The minutes of the November 9, 1976, meeting were tabled.

Budget
dis-
cussed

The next item on the agenda was the budget. The trustees discussed the manager's recommendation of cutting the part-time position hours by $3,875, the amount it would take to open on Sundays, and keeping Clarissa Heyel at 23 hours. The Director pointed out that the custodian's 20 week vacation period substitute listed on page 8 of the budget as $3,694 should be $3,520.

Libra
ser-
vice

Mrs. Pinckney expressed concern that the board consider just what is the bottom line for library service and just what kinds of service we should be considering. Mrs. McQuaid pointed out that moving Clarissa Heyel to a full-time position as recommended in the trustees budget would leave a 28 hour part-time vacancy in the Children's Library.

Ad fo
Direc-
tor's
posi-
tion

The trustees discussed the placement of an advertisement for the Director's position in the January, 1977 issue of American Libraries. A subcommittee of Mr. Doyle and Mrs. Pinckney was formed to write the ad and to decide upon suitable places for its distribution and placement.

Video
Tape
Report

The next item on the agenda was the Video Tape Report. It was voted that Mrs. Pinckney's report be received and entered into the minutes and considered at a later date. Mr. Doyle stated that he has a copy of a Jaycees draft that he will xerox and distribute to the trustees.

A suggestion was made that a study be made of the use of the library's xerox machine to determine why the machine does not seem to be operating profitably. Mrs. Hopkins reported on the following items of old business:

Xerox
machine

1. She talked with Mr. Gibbs, and he will send a letter to the trustees telling of the schools' plans to put the elementary school library service under the direction of Mr. Charles Fagone, and he hoped to continue cooperation with us. She said the letter should be received within a week.
2. She said the estimate for cleaning two sides of the building was between 15 and 24,000 dollars. No report has been received on the problem of pigeon control.
3. Mike Wright reported that the figure budgeted for repair of the thermopane windows at the Fox was low and that the actual replacement costs would be higher.

Elementary
school library ser-
vice under
direction
C. Fagone

Cleaning
bldg.

Thermopane
windows a
Fox

The trustees recessed at 9:08 p.m.

Respectfully submitted,

Janemarie Hillier, Trustee and
Secretary Pro Tempore

Next Meeting: December 14, 1976

November 25, 1976

Memorandum: Board of Trustees
Robbins Library
From: Bette Pinckney
Re: Acquisition of equipment for video tape recording/playing

> Motion: To table the agenda item: acquisition of equipment for video tape recording/playing and to enter into the Minutes of the meeting the Pinckney report for discussion of that item.

During the period from November 10, 1976 through November 22, 1976, I have been investigating video tape recording/playing equipment: technology, costs, operation, maintenance. I have questioned sales/service representatives from Crimson Camera and from QSI; have had lengthy in-depth discussions with key audio-visual personnel of the Cambridge Public Library and the Boston Public Library; and spent a morning 'on location' at the M.I.T Audio visual Department and TV station for consultation, demonstration and inspection. I would be pleased to share the data,compiled.

I support the Trustees' seriously considering reliable data that identifies the need, potential maximum use and costs that may justify the acquisition of certain video tape recording/playing equipment. I oppose the acceptance, at this time, of the equipment offered by the source presented at the November 9 meeting of the trustees , for the reasons listed below:

I. Costs

Maintenance/operating costs exceed $600 for the first year. There is no provision in the FY78 budget for such costs.

These costs include

(a) Supplies/accessories

Tapes	$20 each
RFU	80
Battery pack	55 each
AC adapter	80
Recording adapter	119
Tripod	50
Cable	25
Microphones	30 each
Empty reels	3 each
Cleaning fluid	____
Earphones	____

(b) Servicing - emergency, major repairs
Repairs, replacement
of parts ______

(c) Staffing

Working hours must be allotted for staff orientation, training, use and care of the equipment. These hours are thus deducted from other work. Any special recording project adds labor costs. Budget restrictions preclude the deployment of limited staff to videotape recording work.

2. Limited use

A Robbins Library video tape collection will have to be developed. The equipment offered plays pre-recorded tapes made on Electronic Industries Association-Japanese only. Videocassettes may not be used. If the equipment included a videocassette recorder/player, the AV3400 could be used to record only with the addition of a portadapter (price $150 and up).

The 9-inch monitor/receiver is useful for viewing by not more than three persons.

Loan of equipment to the public (individuals and/or organizations) increases the expenditure for accessories, servicing, repair/replacement and staff time for handling .

3. Possibility of other options.

1. The Video Equipment Loan Program from the Extension of Library Services makes available equipment for projects. The loan period is negotiable and the equipment is available 30 days after the application is filed. This should be investigated.

2. The purchase of equipment with broader uses may be possible through LSCA funds. Cambridge has taken advantage of this law and has received a sizeable grant through LSCA and applied it to the purchase of exactly the equipment that they decided they needed.

4. Unanswered questions.

1. Sony no longer produces the AV3400. What problems will this create for servicing, repairs and parts in the next five years.

5. Impact on service

The required arrangement with the Chamber of Commerce or the Jaycees restricts the library's freedom to provide service to all equitably.

MINUTES OF THE EXECUTIVE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

November 23, 1976

At 9:10 p.m. the trustees were individually polled and each agreed to go into executive session to discuss the Director's November 23, 1976, Evaluation Report of Jean McIntyre Hodgkins. Jean was asked at this point if this arrangement was acceptabæe to her, and she agreed to this plan. The chairman called the executive session to order.

After some discussion of Mrs. Hopkin's November 23rd Evaluation Report of Jeam Mc Intyre Hodgkins, Mr. Earls moved to receive the report and take no further action at this time. His motion was seconded by Mrs. Pinckney and voted unanimously by the board. Jean Hodgkins expressed strong feeling that the director's evaluation should not become a permanent part of her personnel file or be availabe to the incoming director, since she felt many of the director's comments lacked supporting material.

A second motion was made by Mrs. Hillier to place all materials relevant to Mrs. Hodgkins probationary period in the custody of Mr. James Earls, Robbins Library Trustee. This motion was seconded by Mrs. Pinckney and voted unanimously.

In the discussion Mr. Earls questioned what was meant by the term "governing authorities" in Mrs. Hopkins evaluation. If this term referred to the trustees, this was not the way he chose to have it interpreted. Mr. Doyle expressed his and the board's hope of trying to treat this case in the fairest possible way.

The meeting adjourned at 9:53 p.m.

Respectfully submitted,

Janemarie Hillier, Trustee and
Secretary Pro Tempore

Esther McQuaid
Library Director

file

Robbins Library
Town of
Arlington, Massachusetts 02174

Telephone
643-0026

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

December 14, 1976

The Board of Library Trustees met on Tuesday evening, December 14, 1976, in the Director's office at 7:30 p.m. Present were John Doyle, Chairman, Janemarie Hillier, James Earls, Bette Pinckney, Jean Hodgkins, Assistant Librarian, and Esther McQuaid, Acting Director. Also present was Christine Blouke, Reference Librarian.

those attending

Minutes of the Trustees meeting for November 23, 1976 were accepted without any deletions or additions.

Minutes approved.

After some discussion about the difficulty of note taking of the minutes, the Board considered the possibility of a professional stenographer, but realized that a stenographer would prove to be very expensive. The idea of students who are enrolled in business schools was suggested, but this idea was not enthusiastically accepted. It was finally decided that the tape recorder could be used during the meeting and that the Director would transcribe the minutes from the tape. (This is that attempt.)

Problem of note taking.

Mr. Doyle read two letters, one from M.I.T. which included a check for $90.00 in payment for the damages to the prints loaned to CIC. A short discussion followed on the problem of new negatives for the prints. However, there seemed to be no problem as to the disposing of the check -- the idea of a trust fund to deposit this check and others like it was suggested. This trust fund would ultimately be spent to replace damaged prints and to have other new negatives made. It was suggested that for time being checks be deposited into General Fund. Motion made, seconded, and passed.

Check for damage of prints.

Setting up fund for money collected.

Mr. Doyle's other correspondence was Margaret Shea's letter of resignation as Head of the Music/Art Department. Mrs. Hillier inquired whether the staff had any function for Mrs. Shea, and if so why the Trustees or at least the Chairman were not invited.

M.Shea's resignat.

Mrs. Hillier proposed that the Trustees present Mr. Crowley with a gift, preferably a sweater, now that he was home from the hospital. A motion to that effect was passed and Mrs. Hillier agreed to purchase the gift.

Gift for M.Crowley.

Mrs. McQuaid reported that Miss Betty Hodges had contacted her to inquire why Dr. Barry Fell's letter was never acknowledged. It was apparent that a letter from Dr. Fell had been mislaid by the former Director. After a little

Failure to acknow. letter of Dr.Fell's.

search the letter was found and a telephone call to Dr. Fell was made. Mrs. McQuaid read Dr. Fell's letter to the Board and stated that an agreement between her and Dr. Fell had been made for a presentation of his latest book to the library in the near future. Upon the presentation of the gift, photographs and an article will be sent to the Advocate for publication.

Mrs. McQuaid also reported on two notifications of projects under Title I and Title III sent to Mrs. Hopkins. Mrs. McQuaid stated that she contacted Mary Burgarella at the Bureau of Library Extension since she had sent the memos. As the funds did not pertain to buildings or additions, the matter was tabled for the present time.

Possible projects, Title I&II Tabled.

Some time was spent on organization charts, budgets, and schedules. Mrs. McQuaid, Mrs. Hodgkins, and the Board worked together on the organization chart. Several suggestions for a basic chart were made, and the final agreement of the discussion was to work out a sample chart indicating the various departments with a backup sheet, abbreviated in format. This chart would show the tasks that are necessary for a minimal function that takes place in that specific department; showing where there is versatility and where there is no versatility. In the reorganization, Mrs. Terzian now in Technical Services would be moved to Administration, and perhaps the Circulation Head would report to the Director since statistical detail is the major part of her function. With such an overall change in the current basic chart, it could be shown what makes a library, a library.

Organizat. charts, budgets, sched.

M.Terjia moved to Admin.

Discussion next turned to the line budget and a brief review of the statistics as submitted by the former director to the Town Manager and its implications followed.

Line budget, Statis. Review.

Scheduling was next on the agenda. One of the points of discussion on staff scheduling revolved around the Manager's opinion that we open Sundays and move the staff around and shift hours. This proposal seems to have gathered strength with the town management. We came to the agreement that a schedule could be made up but that we would have to show that if we open Sundays exactly what it will cost in types of services, (and also show the comparison of profit and cost in the overall pattern). Charts should be drawn pointing out professional positions and the knowledge needed to do the special tasks required of the professional. Basic knowledge and skill are basic groundwork, for without the knowledge and skill and how to apply them at a given time frame, it leaves us without a basis for a program budget.

Schedule Sunday openings.

Mrs. Hillier reminded the Board that the professional staff would be negotiating a 35 hr. work week in the new pending union contract and that Sunday openings and additional working hours would mean increased compensation.

Negotiat. for 35/hr/week

Longer Sunday hours appear infeasible. We have to consider the total number of hours we serve the public in terms of the doors being open and then we have the total number of hours worked. The discussion revolved around the Town Manager's point of view of keeping the same total number of hours worked per individual but reallocate them from day to day so that there will be enough hours left to open Sundays and add to the total number of hours the library is open without adding to the total number of man hours.

Longer Sunday hours.

At this point, Mrs. Hodgkins explained the schedule she had worked out for Mrs. McQuaid. Then she pointed out the legal constraints of Massachusetts Laws as it applied to municipal and city employees: 5 day 40 hours per week, 8 hours per day. The suggestion was made that Mr. Mahar be consulted to determine what laws affect scheduling and how they affect it. If scheduling for Sundays is legally infeasible, a letter to the Town Manager should be sent immediately. It was also suggested that it would not be necessary to give a work schedule or work program to the Finance Committee.

M.McQuaid schedule.

The hiring of a Music/Art Librarian was included in the evening's agenda. Mrs. McQuaid expressed her hope of staff promotion in the person of Barbara Allen who has been in the department for several years and, in May 1977, will receive her MLS from Simmons. Mrs. McQuaid believes that Mrs. Allen is qualified for the position of Music/Art Librarian. However, it was suggested that since we are the recipient of state aid, it is advisable to post the position at the necessary placement bureaus. The question of a non-professional replacement in Mrs. Allen's position in the event she might be appointed was discussed. The idea was opposed by Mrs. McQuaid who then gave specific examples and reasons for her stand. She had to do the same when she and Mr. Deetjen discussed the same position.

Hiring of Music/Art Libr.

Replace M.Allen

Reflecting on the organization chart, two departments were fully discussed: the Junior Library (duties of the children's librarian and the added supervision of the children's departments at the branches); the other department was the Technical Services Department, the duties of the supervisor and that of the head cataloger.

Discuss. Jr.Lib. & Tech.Ser.

The Trustees voted and seconded a meeting requested by the library staff to meet with them in order to explain the pending budget and its implications. Date was set for January 4, 1977 at 9:30 a.m.

Meeting w/staff re pending budget.

Permission was granted for the use of the Fox Branch Library Hall by the Afro-American Society if all requirements were met. Mrs. Joan Caterino was to be notified.

Use of Fox by Afro-Am.As

It was suggested that new job descriptions of each department be written. This could necessitate a variety of organizational charts that would reasonably communicate different things.

New dept.job desciption

Mrs. McQuaid brought to the Trustees' attention that the service on the mimeographing machine was costing the library $25.00 for each service call. An additional cost of $60.00 was charged when the drum had to be cleaned and re-inked. However, a contract would cost only $98.00 per year. The question was asked -- did the $98.00 cover all materials used in servicing machine. Will check further. The discussion then proceeded to compare mimeographing and Xeroxing. Why not use Xerox machine for all copying? Mimeograph machine is subsidized in the town budget, while the Xerox machine is subsidized from trust funds. Presently Xerox machine is not quite making money. Mrs. Blouke, auditing the meeting, questioned the Xerox repair man's use of innumerable use of paper -- sometimes as much as 75 sheets.

Service of mimeo.

Use of Xerox vs. Mimeo.

The use of the Town Hall copier reimbursed by a transfer of funds from the library budget was touched upon. Inquiry was to be made as to the cost per copy.

Use of TownHall copier.

Discussion on the acceptance of a video tape equipment was suggested by Mr. Doyle. He stated that the machine would be of no cost to the library. It is available to the Library if it may be used by the Jaycees who are donducting an alcoholism program. Mr. Earls inquired whether the library had to sign for the machine or anything. Mrs. Pinckney said that she had made a thorough study and was against accepting the machine. Mr. Doyle stated that when a gift was available why not accept it. When it became a cost item, the library could dispose of it. After much discussion, a vote was taken and the motion was made not to accept it, and failed on an evenly split vote.

Video Tape Equip

Vote not to accept.

Mr. Doyle reported that the ad for Director was sent by mailogram to American Libraries. The ad will be set up in box format. It will cost about $50 to $60.

Ad. for Director.

Mrs. McQuaid reported a break in the overhead pipe in the Dallin Branch Library boiler room. The heat was turned off. Water had seeped into the hallway, and the children's room. The town plumber was called.

Break in overhd. pipes at Dallin.

Mr. Doyle reported on a new $26,000.00 trust fund. He suggested dividing it into 4 - $6,000.00 certificates, 4 years, two years, and two of one year each. At the end of one year it is the intention of the board to extend the certificates for additional time. The Board approved of the idea. The meeting was adjourned at 12:15 a.m.

New Trust Find.

Respectfully submitted,

Esther McQuaid
Acting Director

January 3, 1977 Doyle

7

SUMMARY OF MEETING BETWEEN LIBRARY BOARD OF TRUSTEES AND TOWN MANAGER

December 31, 1976 3:30-4:30 p.m.
Reported by: Bette Pinckney

A. The library trustees and the Town Manager agreed:

1. That the library hours of service is THE PRIORITY.

To respond to budget restrictions, the trustees felt that programs can be modified in frequency and in level; the manager felt that the number of staff on duty should be decreased.

2. That a personnel vacancy need not be filled by duplicating the position vacated.

The trustees felt that the position substituted for the position vacated must be justified in terms of library needs, goals, priorities and standards.

3. That the salary range for a new Director should offer as a minimum a salary 15% more than the salary of the Assistant Librarian.

The Town Manager felt that the maximum salary offered be the amount currently listed in the town's Classification/Pay Schedule

4. That the Town Manager as appointing authority makes the final decision on the salary to be offered employees in Departments accountable to him.

5. That town policies and practices currently in operation provide the framework (parameters) for library policies and practices approved by the Library Trustees.

6. That the Town Manager articulate his concept of the library's place in his long-range goals for the town's growth and development.

7. That the role of the Library Trustees and that of the Town Manager permit a smoothly working relationship. The final executive authority rests with the manager. The board of Library Trustees has a role with no administrative (line) functions.

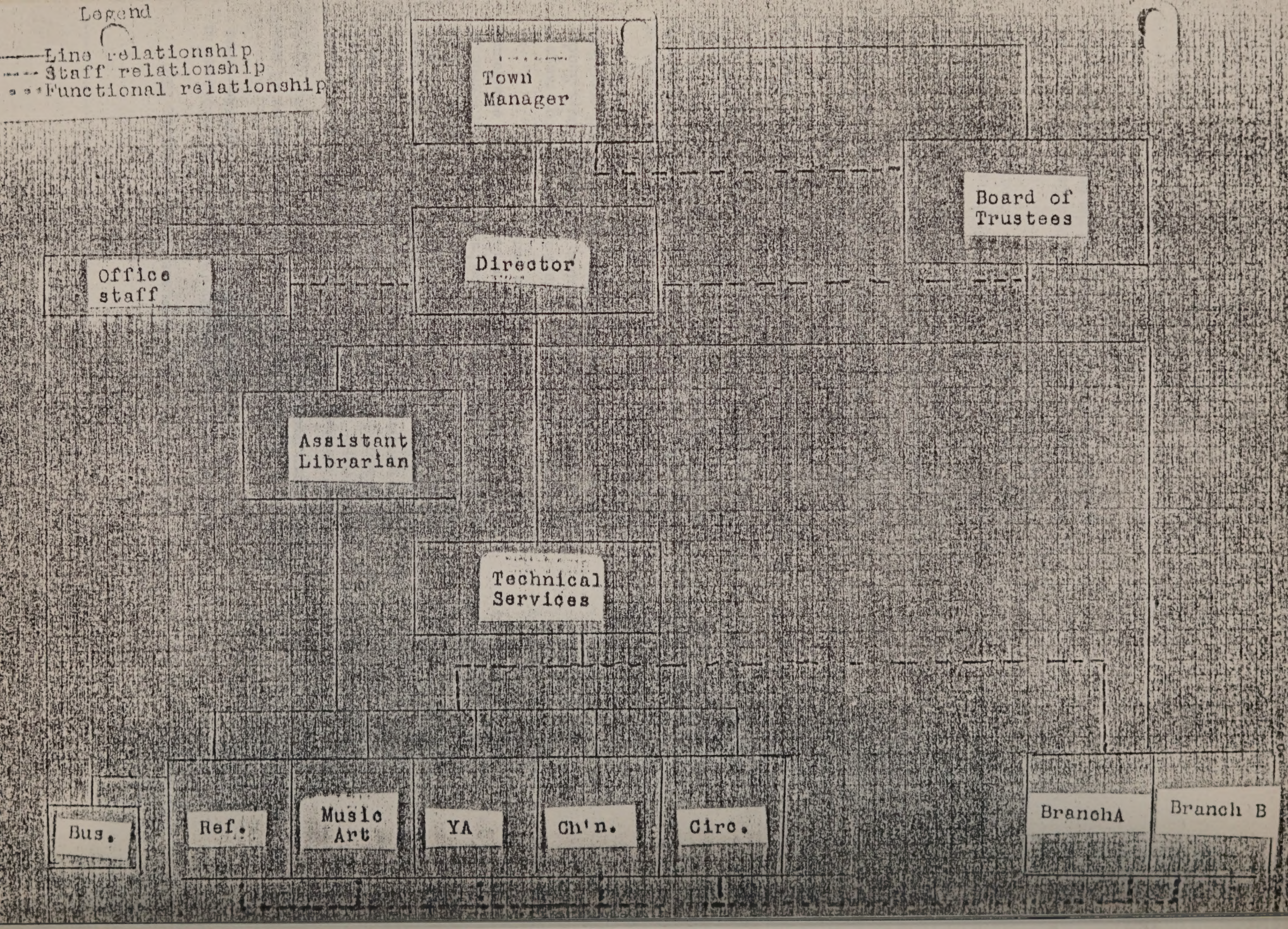
While the legal responsibilities of the Library Trustees (see attached Item 1) for years have been interpreted as if the Trustees were an Executive Board, the Town Manager interprets the Trustees' role as that of a mixture of a Board of Directors (management and policy-making responsibilities) and a policy advisory Board. The interpretation of the Trustees' role is clearly in a period of change. During this review and reinterpretation of roles, the Trustees and the Manager (or his designee) will work as a team on activities (see attached Item 2) and increase the frequency of communication on substantive matters. It is expected that operating procedures that coordinate the functions of the roles of Trustees and the Manager will be worked out.

Summary p 2

B. The Town Manager informed the Board that his staff assistant, Ted Wade, shall be his representative to work with the Trustees on the recruitment process for the new library Director. Mr. Wade will give candidates the details they request about town hiring practices, compensation and working conditions.

Item-I-

Trustees' legal responsibility (Mass. G.L. c 78; Town Manager Act)	Interpretation
1. Library and library property. A. Custody B. Management	1. Identify the general concept of the library 2. Articulate the philosophic commitment of the library 3. Define the obligations of the library: a. Facilities/Equipment b. Materials c. Service to public d. Use of the Library 4. Set long-range goals a. Growth b. Development 5. Determine annual priorities. 6. Assess performance of library operations.
2. Expenditure of money A. Source: raised/appropriated by the town. B. Purposes 1. Support 2. Maintenance.	1. Participate in budget preparation process. 2. Institute cost control policies. 3. Monitor flow of monies.
3. Administer monies. A. Sources 1. Gifts 2. Bequests 3. Trust funds. B. Purpose : provision of gift/bequest/trust	
4. Collaborative agreements with NEIGHBORING LIBRARIES TO pay for improved services offered in common.	
5. Annual report to town A. Receipts and expenditures. B. Property C. Gifts/bequests D. Unexpended monies E. Recommendations	
6. Board organization to conduct duties.	
7. Performance of duties subject to general SUPErvision and direction of Town Manager.	


Legend
Line relationship
Staff relationship
Functional relationship
Town Manager
Board of Trustees
Director
Office staff
Assistant Librarian
Technical Services
Bus.
Ref.
Music Art
YA
Ch'n.
Circ.
BranchA
Branch B

iii. State and national interlibrary loan codes should be followed in requesting loans for materials from libraries outside the system.

19. Well-planned hours of service must be maintained by all units in a library system.

There are many demands on the people's time. Schedules and habits differ. Library hours should be such that maximum use can be made of the facilities to satisfy all the interests of the members of the community. Unless this is done, sizable parts of the population will find it simply impractical to use the agency they support. At the same time, hours of opening is only one of the factors which the library administrator must consider, and he should balance the convenience of readers on the one hand and the most economical use of personnel and facilities on the other. Hours of adjoining shopping centers often provide a guide.

i. Libraries should be open six days a week for the full range of services during morning, afternoon, and evening hours. Sunday service should be offered where local needs and conditions warrant.

ii. Bookmobile schedules should provide a sufficient number of stops of appropriate duration to extend the library program in an equitable way over the area not otherwise served. Regular schedules of visits should be maintained at intervals no greater than two weeks; weekly, where it is possible and useful.

20. The public library provides for full utilization of its materials off the premises.

Conditions of use should be liberal and flexible so that persons of varied habits and responsibilities can use all library materials conveniently.

i. All materials should be available for use outside the library except those used frequently for reference service, and rare and fragile items. Copying equipment should be provided for individual use for duplication of single copies of materials, within the legal restrictions of the Copyright Law, to give maximum service to the public.

ii. Policies for circulation should be established to ensure the greatest convenience to the user and the maximum use of ma-

terials. Arbitrary limits should not be placed on the number of items lent.

1. **Each library system should design lending and intra-agency loan practices which make for uniform, coordinated service over the whole area served.**

To the person living within the region served by a system, each library unit is part of the system. This principle applies whether the local outlet is the central library, its branches, separate but affiliated city or town libraries, or a bookmobile.

i. It should be possible to borrow library materials from any library and return them to the same or any other library in a library system.

ii. As great a uniformity as possible in routine procedures should prevail among libraries in a system.

iii. A statement of policy for liberal intrasystem exchange of library materials should be formulated in each system.

iv. Information about the holdings of the total system should be readily available to each unit. Materials needed for temporary use should be transferred through a regular delivery service.

22. **Public library service requires the use of all sources of information.**

i. To ensure quality service all sources of information and all forms of materials must be consulted.

23. **Library systems should provide informational and research services.**

i. Each community library should be capable of locating information in local resources and of referring inquiries to other libraries of the system when necessary. It should have a wide range of materials which furnish the information most frequently requested.

ii. Bookmobiles should carry the most frequently needed adult and juvenile informational tools. For more difficult reference problems, an efficient plan should be established for securing assistance promptly from other agencies of the library system.

iii. The services of the system's specialists should be available to the staffs of member libraries and bookmobiles and through them to the users of those agencies.

iv. The library system should provide full-time reference service competent to handle inquiries received about general topics and specific subjects important to the life of the community.

v. Modern equipment to secure information should be utilized whenever advisable and advantageous to provide fast, quality service.

24. **The library has a positive program of guidance in the use of educational, informational, and recreational materials.**

i. The functions of each library system should include motivation of library use, guidance in location of appropriate materials, and interpretation of materials by and through personal consultation, lists of materials, instruction in the use of the library, displays, arrangement of collection, and radio and television presentations.

25. **The library system provides materials and services for groups and institutions.**

i. The library should have up-to-date information about organizations in the community, including personnel, purposes, and activities.

ii. The library should have a positive program of service to the groups and organizations in its area.

The effective library will serve as a clearinghouse for information about the community's human and physical resources to meet individual and organizational needs. Services to such groups comprise:

Assistance in program planning
Advice on resources
Provision of materials, lists, displays, films, and other library materials related to group programs
Assistance in locating and providing speakers and discussion leaders
Inviting groups to visit the library and become informed about its services

Staffing

a) Undertake a comprehensive review of the town's pay and classification plan to assure that positions are properly classified that no undue restriction to employment of minority group members and women are included.

b) Determine the present number and type of professional and non-professional positions within town government and the numbers of minority group employees and women in each to establish a baseline for analyzing equal employment objectives.

c) Solicit the Arlington Civil Rights Committee, the Arlington Committee on Women and the Citizens' Advisory Committee for their suggestions on improving employment opportunities for minority group members and women and convey these suggestions to the consultant undertaking the classification and pay survey.

d) Work with Arlington's manpower development coordinator to utilize C.E.T.A. funds, training programs of the Department of Community Affairs and the resources of the Minuteman Regional Vocational High School to provide training opportunities for lower level employees.

e) Utilize C.E.T.A. 701 and/or work-study programs (including those of MIT) to provide entry level work opportunities in planning, or management for minority group members or women.

f) Advertise advanced planning positions in professional journals and metropolitan papers to identify professional planning personnel who are minority group members or women. Also request H.U.D. to provide resumes of suitable minority and female planning personnel with advanced planning experience.

g) Submit copies of the town's Affirmative Action Plan to organized employee labor groups and request their comments and suggestions.

2. Policy and Advisory Body Composition

a) Survey existing boards, commissions, and committees within the town to determine the present number of minority and female members to establish a baseline for establishing objectives.

b) Request the League of Women Voters to address the issue of minority and female representatives on policy and advisory boards as part of their study of board, commission and committee appointments which they have recently undertaken.

c) Assure low income and minority representation on the CAC by incorporating into the Workable Program a provision that specific minority and low income organizations be allowed to nominate a representative to the CAC.

d) Appoint minority and female members to policy boards, commissions and committees as we have done with the Redevelopment Board, the Consumer's Council, the CAC, the Conservation Commission, the Finance Committee, the Council on Aging and many other boards.

e) Request the committee on women to suggest policy areas where female representation is lacking.

Contracts and Banks

a) Request H.U.D. or the Department of Labor to provide the town with a list of minority contractors, businesses, and consultants in the Boston area indicating the type of work or service they provide. Copies of this list will be provided to the town and school purchasing agents and to the Permanent Building Committee and the Arlington Housing Authority along with information on the Affirmative Action Program. These agents will be requested to notify minority contractors of bid proposals and to report instance of contract awards to minority firms to the Town Manager's office.

b) Request H.U.D. or the Department of Banks to provide a list of minority banks in the Boston area. Copies of this list will be provided to the Town Treasurer-Collector, the Retirement Board and the Trust Fund Commissioners, along with information on the Affirmative Action Program.

c) Review the town's by-law on hiring of minority contractors to determine its effectiveness and whether any changes should be made.

d) Explore the advisability of depositing 701 funds in a minority owned bank.

TOWN OF ARLINGTON

POSITION TITLE: LIBRARY DIRECTOR

GENERAL STATEMENT OF DUTIES: Directly responsible for the operation and maintenance of the Public Library System (Robbins Library and two Branches) and the programs of the eleven Elementary School Libraries.

SUPERVISION RECEIVED: Responsible to the Board of Trustees.

SUPERVISION EXERCISED: Supervises Assistant Librarian, Supervisor of Technical Services, Supervisor of Children's Services, Senior Building Custodian.

EXAMPLES OF DUTIES:

A. Responsible for evaluating the effectiveness of the Library's services in relation to the changing needs of the community, and plans programs and procedures to increase such service.

B. Acts as Secretary to the Board of Library Trustees, prepares agenda and attends Board meetings.

C. Serves as advisor to the Trustees; recommends policies and programs and capital improvements and puts into effect such policies as are determined by the Board.

D. Has final responsibility for the process of interviewing and recommending staff appointments, transfers, and promotions. Responsible for reviewing in-service training for all employees. Responsible for the well-being of the staff, its working conditions, adequate supervision, etc.

E. Has the responsibility for seeing that adequate and useful collections of books, periodicals, recordings and other non-print media are built and maintained.

F. Prepares a preliminary annual budget including suggestions for new services, recommendations for new equipment, building improvements, changes, and, if needed, added personnel.

G. Within budgetary limitations supervises the expenditures of all Library Funds.

H. Oversees the maintenenace of buildings and grounds.

I. Has final responsibility for the development of good public relations within the community and for interpreting the Library service to the Town.

J. Represents the Library in relationships with Town Government, the Eastern Regional Library System, other libraries, the State and Federal Government, and the Friends of the Library.

K. Has general supervision of the Library programs in the eleven Elementary Schools, which involves the selection of personnel, books and other materials, and the necessary processing. Recommends improvements in School Library equipment and space requirements.

L. Keeps informed of developments in the profession and attends and participates in professional meetings on national, regional and state levels.

M. Conducts staff meetings.

N. Submits monthly and yearly reports of all library activities to the Trustees and the Town Manager, and keeps them informed on all matters regarding the operation of the library.

O. Handles problems dealing with the public.

P. Performs other duties related to the efficient and smooth operation of the Library System as required by the Board of Trustees.

QUALIFICATIONS:

M.L.S. Degree.

Seven years progressively responsible experience including supervision and administration in a public library. Proven administrative ability, ability to deal with the public, town officials, trustees.

4. Keeps informed of developments in the profession and attends and participates in professional meetings on national, regional and state levels.

5. Conducts staff meetings.

6. Submits monthly and yearly reports of all library activities to the Trustees and the Town Manager and keeps them informed on all matters regarding the operation of the library.

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IBM System/360 Assembler Coding Form

Legend: O... Begin
X ... Completed
--- ... Shared

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1976-77 SCHEULDE

	Trustees' role	Mgr's role	Dec.	Jan	Feb.	Mar	Apr.
I. Criteria for director	---Briefing session--		O----X				
	a. Leadership needs. b. Prof. standards c. Opportunities & schedule for advertising & communicating with candidates.	a. Current town practices for recruiting Dept. heads. b. Min/max qualifications required: educ & experience c. Min/max compensation offered in salary, benefits working conditions.					
		Decision: -Criteria for hiring Director. -Participation of mgr's rep. during interview/screening process.					
II. Advertize	Draft copy Select placement sources.		O-------------------X				

* A standard card form, IBM electro 6509, is available for punching source statements from this form. Instructions for using this form are in any IBM System/360 assembler language reference manual. Address comments conce[illegible] this form to IBM Nordic Laboratory, Publications Development.

Esther McQuaid
Library Director

Robbins Library
Town of
Arlington, Massachusetts 02174

Telephone
643-0026

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

January 4, 1977

A short Trustees meeting was scheduled in the Director's office at 10:30 a.m., Tuesday, January 4, 1977, following a staff meeting at which the Trustees, Mrs. Hillier, Mr. Doyle and Mr. Earls explained the budget and personnel situation to the staff. This meeting was primarily a question and answer session that had been requested by a number of the staff personnel.

Staff mtg.
Prior to
Trustees
mtg.

Following this meeting, the Trustees met with John Mahar, Assistant Town Counsel, in executive session to discuss in some detail the contract as drawn up by the professional staff. The meeting was cut short when Mr. Mahar informed the board that he had not been officially retained as its bargaining representative. The only comment he made was that Local 680 was not too happy with the professional staff riding on its "coattail" for the cost-of-living increase. He also made a statement that should the contract be accepted, the provisions would prevail over town meeting.

Trustees meet
with John
Mahar to discuss contract
w/ prof.staff.
re Local 680

The question of interviewing at Washington was also on the agenda. Mrs. Pinckney declined to go saying that it was useless for her to go to Mid-Winter ALA Conference at Washington, D. C. to interview applicants for the Director's position, if a representative from the Town Manager's office was also going, and that the interviewing trustee would not have the final decision for selection.

Interviewing
in Wash.,DC
for director.

It was suggested that a letter be sent to the Advocate correcting the misrepresentation of the library's status that had appeared in the Advocate in several issues.

Letter to
Advocate re
misrepresen.
status.

January 18 was the designated evening for the next Trustees meeting.

Next meeting

Respectfully submitted,

Esther McQuaid
Acting Director

Esther McQuaid
Library Director

Robbins Library
Town of
Arlington, Massachusetts 02174

Telephone
643-0026

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 18, 1977

Before recording the minutes for January 18, 1977, I would like to indicate that a special session was called by the Trustees to meet with Mr. Marquis, Town Manager, and Ted Wade to discuss the proposal and possibility of a federal fund next year for an addition to the present library building. The meeting was scheduled for 5:00 p.m. Meeting with Mr. Marquis were Mrs. Hillier, Mrs. Pinckney, Mr. Doyle, Mr. Earls, and Mr. Remmert, our newly appointed Trustee. Neither the Acting Director nor her Assistant were present at this meeting, which was held on January 12, 1977.

Sp.session to meet wit Mr.Marquis &Wade re possible fed.funds for addition.

On January 18, 1977, the Trustees held their second meeting of the month at 7:30 p.m. in the Director's office. Present were Mrs. Hillier, Mrs. Pinckney, Mr. Doyle, Mr. Earls, Mrs. Hodgkins and Mrs. McQuaid.

Second mon.mtg.

John Mahar, the Assistant Town Counsel, met with the Board in an executive session. The motion for executive session was made and seconded. The purpose of John Mahar's meeting with the Trustees was to discuss the professional contract. Each item of the contract was read and discussed. Some items in the contract were questioned, for example, in the future any librarian not interested in joining the union according to Massachusetts Law would have to still pay union dues.

J.Mahar met w/Bd. in exec. session re prof.contr.

There is a possibility that the town will suggest a 3% cost of living across the board.

cost-of-living inc.

John Mahar finished the discussion of the contract approximately within an hour. Upon John Mahar's departure the Board opened the meeting at which time Rosalind Kantrowitz audited the meeting and Earl Flansburgh of Earl R. Flansburgh and Associates Inc. met with the Trustees to discuss the projected planning for the application for federal funds for the library addition.

mtg. w/ Flansburgh proj.plans

Mr. Flansburgh suggested that the names received would be a one shot program from the EDA program. The $4500 stipend from the trust funds would be used for the conceptual design. The $20,000 additional monies would hopefully be made available through town meeting. Mr. Flansburgh requested the Robbins Library plans and was given permission by the Trustees to borrow them.

Flansburgh takes plans Stipend available.

Mr. Doyle asked about the staffing achedule. Mrs. McQuaid stated that work was still being worked on.

staffing schedule.

Respectfully submitted,

Esther McQuaid
Acting Director

Esther McQuaid
Library Director

Robbins Library
Town of
Arlington, Massachusetts 02174

Telephone
643-0026

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 28, 1977

A third Trustees meeting was held on Friday afternoon at 4:30, January 28, 1977. Present at the meeting were Mrs. Pinckney, Mrs. Hillier, Mr. Doyle, and Mr. Earls. Mrs. McQuaid was also present.

Mrs. Pinckney reported that she had made some inquiries on the Flansburgh Architects Inc. She was interested in the plans and constructual designs in schools in the following cities: Marlboro, Peabody, Falmouth and Burlington. In Peabody, Mrs. Pinckney spoke to the librarian and received the following comments; felt that the architect was good, but that the design was inadequate in the cleaning areas. Supervision was difficult because of the design and in general the building was unsatisfactory for the age groups using it. Felt there was weakness in design although the project was good in cost.

M.Pinckney reports on findings re designs in other libraries, & their designs.

In Falmouth, the principal felt that the design was creative, there was flexibility in the use of the building but it was not functional.

In Burlington, it was stated that the design showed poor use of space, a lot of space wasted. There were structural problems.

At Marlboro, there was unhappiness with the design. It was felt that Mr. Flansburgh was a superb salesman, but that the building was not properly supervised, and it was not functional.

The Board agreed that the $4500 expenditure was for the preliminary design; that the plans were different from the actual selection of the permanent architects.

Board approves initial $4500 ex.

Mrs. Pinckney also stated that she had received good recommendations for the David Wallace Firm from the Cambridge League of Women. There was some discussion as to the advisability of contacting David Wallace.

Recomm. of David Wallace Firm.

It was agreed that speaking to Mr. Wallace would not necessarily indicate that Mr. Flansburgh would be dropped since a kind of an unwritten agreement existed between the firm and the Board. At least the Board can look at the floor plans. The discussion projected the suggestion that there should be at least a five or ten years growth in written plans to supplement our staffing requirement in our economy. Further suggestions indicated that perhaps other firms may be looked into while Flansburgh Associates is making preliminary plans. There should be a written contract, but the contract should be studied before signing.

Relation w/Flansburgh?

Problems w/plans

necessity of written contract.

A motion was made that members of the Board travel to Washington, D. C. Mid-Winter ALA Conference to interview applicants A motion was further made that those representing the library be reinbursed. Both motions were seconded and passed.

Moved & Approved to reimburse represent. travel to ALA Confer

Mrs. Marie O'Day requested a stipend for her expenses ensued during her two ALA conferences for 1976. The Trustees asked for a report of the conferences before making a decision as to the amount granted.

M.O'Day re quest for reimbursement.

Mr. Doyle reported that Mr. Forte met with him earlier on the day of the Board meeting and discussed concert plans. It had been proposed by Mr. Forte that the concert series number 29, but was encouraged by Mr. Doyle to cut back to between 18 to 20 concerts. It was suggested that Mr. Forte write an article for publication and that perhaps afternoon programs might be included in the series. A motion was recommended to give $4000 from trust funds for the coming year. The motion was made and seconded and passed. It was suggested prior to ending the meeting that the archives be on the agenda.

M.Forte meeting w/ J.Doyle re concert series. $4000 voted fr trust fds

Mrs. McQuaid read the memo from the Town Manager on out-of-state-travel. The motion was made and seconded and passed that a request be made for $1000 for the Library Director for the ALA Conference in Chicago.

$1000 approved out-of-st. travel.

The library has been receiving donation checks from interested people for the concert series. The motion was made, seconded, and passed to establish a new and separate account on the advice of the Assistant Town Counsel, John Mahar.

Separate acc't for donations for Concert Series.

Mrs. McQuaid told the Board of her conversation with Mike Wright concerning a 30 day appointment for substitution for John Lopes who is currently on sick leave. Money problems were the subject.

Sub. for John Lope

The Board went into executive session. The motion made, seconded and passed. The topic of discussion was the letter from Mrs. Hodgkins' lawyer.

Exec.ses.

The meeting adjourned shortly before eight o'clock.

Respectfully submitted,

Esther McQuaid
Acting Director

Esther McQuaid
Library Director

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MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

February 3, 1977

Present: Mrs. Hillier, Mrs. Pinckney, Mr. Doyle, Mr. Remmert, Mr. Earls, Mrs. McQuaid and Mrs. Hodgkins. Mrs. Hawkins (audited meeting)

Mr. Remmert read his letter of acceptance to Mr. Marquis and the letter he received from Mr. Purcell concerning the question of conflict of interest law. Mr. Doyle also read two letters of resignation: Mrs. Annette Scott and Mrs. Christine Blouke. The letters of resignation were accepted by the Board. A short discussion followed the reading of Mrs. Blouke's resignation letter.

M.Remmert's accept.letter. Resign.of M.Blouke,M. Scott.

Mr. Remmert brought up the Town Manager's Act, and questioned the role of the Board of Trustees and the role of the Town Manager as it affects the operation and policies of the library.

TownMgr's Act - role as affects library.

Mrs. Pinckney reported the works of the Flansburgh Associates. It was decided to let Mr. Flansburgh do the preliminary plans, not exceeding $4500. Mr. Remmert suggested that he could call on the Town Manager to get advice as to the procedure on the plans. Mrs. Pinckney spoke about D. Wallace and she said that she had contacted the Lowell Library and the library had words of praise.

M.Pinckney reports on Flansburgh.

Mr. Doyle gave a short resumé of the interviews at the mid-winter ALA Conference in Washington, D. C. He said that Mrs. Hillier, Mr. Wade, and he interviewed six or seven applicants for the one day they were there. It was decided that Mrs. Pinckney and Mrs. Hillier would meet on Monday morning, February 7th, and select the first drafts of applicants.

M.Doyle gives rept. of Wash.D.C. interviews.

Mrs. McQuaid stated that she had contacted Mike Wright for a 30 day custodial help until John Lopes, the evening man, returned from sick leave.

Custodial help for J.Lopes.

Mrs. Hillier spoke of Epi Wiese and her position as curator and a writing of her job description.

E.Wiese as curator.

Mrs. McQuaid recommended Barbara Allen to be appointed Head of the Music and Art Department at the LS 3 Entrance salary scale. It was suggested that a memo be sent to the Town Manager with the recommendation. It was also stated that the professional assistant position in the Art and Music Department be filled on a temporary basis pending revaluation of staffing.

B.Allen hd of art/mus. filling of ass't posi

The meeting then went into executive session. The motion was made and seconded. Next meeting - February 17th at 7:30 p.m.

Mtg. into Exec.ses.

Respectfully submitted,

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MINUTES OF EXECUTIVE SESSION

February 3, 1977

The Board went into executive session at approximately 11 p.m. The motion was made, individually polled and unanimously voted.

Motion was made and recorded to reply to Mr. Annese's letter stating that file not to be destroyed. At such time, as his request to test the factual basis of Mrs. Hopkins' report were particularized, the matter would be referred to Town Counsel for his advice as to the Trustees' obligation.

The meeting adjourned about 12:15 a.m.

BB

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MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES
Meeting with Subcommittee
of the Finance Board
February 16, 1977

Those attending.

On Wednesday evening, February 16, 1977, Mr. Doyle and Mr. Remmert met with Mr. Tobey and Mr. Perry, Subcommittee members of the Finance Board. Mrs. McQuaid and Mrs. Hodgkins were present at this meeting.

Personal services: cuts.

Feasibility of Sunday open.

The subject of discussion was the personal services as indicated in the 1977-78 budget. Mr. Tobey questioned the cuts and cutbacks in the personnel budget as recommended by the Town Manager. The question as to the feasibility of Sunday opening was discussed. Mr. Doyle indicated that in opening Sunday hours and rescheduling the library staff would necessitate hardship to schedule staff the remainder of the week and still meet the needs of the library operation.

Options for Sunday opening.

Mr. Tobey suggested that a schedule of suggested options of Sunday openings be given to him for study. He also asked for justification of reinstating Town Manager's cuts and cutbacks plus a list of projects that would suffer if work periods could not be scheduled because of lack of sufficient staff for their completion.

The meeting adjourned about 8:45 p.m.

Respectfully submitted,

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Acting Director

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MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

February 17, 1977

Present: Mrs. Pinckney, Mr. Doyle, Mr. Remmert, Mrs. McQuaid,
Mrs. Hodgkins (came in late), Mrs. Greene (audited meeting)
Mrs. Flansburgh, architect, and his assistant

Prior to Mr. Flansburgh's meeting, Mrs. McQuaid gave a copy of the information requested by Mr. Tobey of the Finance Committee to the members of the Library Board. Mr. Doyle questioned about the list of projects that would suffer because of Sunday openings. Mrs. McQuaid admitted that she had forgotten that list but promised to have it ready the following morning to be attached to the information already prepared for Mr. Tobey.

Inform. requested by M. Tobey re Sunday openings.

At 8:15 p.m., Mr. Flansburgh, the architect, and his assistant, presented the preliminary plans of the future addition to the Robbins Library. Preliminary plans were taped on a blank wall and Mr. Flansburgh proceeded to explain the plans. After his presentation, a question and answer period followed about the departments and areas that didn't seem to be included on the architectural plans. Following the question and answer period, the Board told Mr. Flansburgh that they wanted to study and discuss the plans further and would get back to him for another session.

Meet w/ Flansburgh

Presentat. Prelim. Plans.

Mrs. McQuaid mentioned a call from Mr. Anderson of Group II who was returning a telephone call from a board member. Those present knew nothing of a call. Mrs. McQuaid was asked to write a note stating as such. The meeting was adjourned about 10:45 p.m.

Call from M. Anderso of GroupII

Next meeting, March 9, 1977.

Next meeting.

Respectfully submitted,

Esther McQuaid, Acting Director

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MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

March 9, 1977

Present: Mrs. Pinckney, Mr. Doyle, Mr. Earls, Mr. Remmert and Mrs. McQuaid. Mrs. Hodgkins came in after the library closed, and Mrs. Greene audited the meeting.

Minutes for February 3 and 17 were read, revised and accepted. The minutes for February 16 referred to the meeting with the Subcommittee of the Finance Board. It was noted as a memo and put on file. Minutes approved.

Mr. Doyle read the letter from Flansburgh Associates. There was a general discussion as to the plans. The Board and the Director continued the discussion of area space in the various departments of the library. Discussion also revolved around staff quarters, work areas, vandalism, security, and the use of a meeting room after hours. The interpretation of technical services and technical supports was also discussed. The Board questioned either the use of separate quarters for the Young Adult Department, or the idea of integrating the department with the Reference Room. It was noted that the Board would request the return of the Robbins Library blue prints now in the possession of Flansburgh Associates. In viewing the plans, members of the Board questioned the location of periodicals in respect to the browsing and reading areas. Letter from Flansburgh. Discussion of plans. Request of return of blueprints.

Mrs. Hodgkins presented the plans for National Library Week for April 18 through April 23, 1977. It was unanimously approved by the Board and seconded. M.Hodgkins presentation Nat.Lib.Wk.

The meeting then went into executive session. The motion was made and seconded. Exec. session.

Ted Wade was present at this meeting and selections were made for the second session of interviewing for the Library Director set for March 12, 1977. The names were selected, and the motion was made to pay the expenses of coming to a second interview for applicant Quentin deStreel from Wisconsin. Second interview for Director.

The meeting adjourned at 11:30 p.m.

Respectfully submitted,

Esther McQuaid
Acting Director

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MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

April 21, 1977

The Board of Library Trustees met for its regular monthly meeting on Thursday evening, April 21, 1977 in the Director's Office. The meeting was called to order at 8:15 P.M. by Chairman John Doyle. Present were Mrs. Hillier, Mr. Earls, Mr. Doyle, Mr. James Fish, the newly appointed Director, and Mrs. Jean Hodgkins, Assistant Librarian. The Chairman, Mr. Doyle, presided.

Meeting attendance.

The first item of business was the review of minutes which had not yet been approved. Mrs. Hillier moved that the minutes of November 9, 1976, be approved; Mr. Earls seconded the motion, and it was passed.

Review of past minutes. corrections made.

The minutes of December 14 were corrected so that the next to last sentence on page 4 read, "The Board approved of the idea." Mr. Earls moved that the minutes of December 14, 1977 be approved as corrected, and Mrs. Hillier seconded the motion; the motion passed.

Mr. Earls moved that the minutes of January 4, 1977, be approved. His motion was seconded by Mrs. Hillier and passed.

Concerning the minutes of January 18, 1977, Mr. Doyle remarked that the Executive Session minutes should be separated from those of the regular session. However, since the discussion centered on union negotiations and did not seem to harm the Library's bargaining position, it was decided to leave the minutes as they were. Mr. Earls moved that the minutes of January 18, 1977, be approved; Mrs. Hillier seconded the motion. The motion was passed.

In the minutes of January 28, 1977, the next to last sentence of the third paragraph from the bottom was changed to ready "Money problems were the subject." The last sentence of that paragraph was deleted. Mr. Earls moved that the minutes be approved as corrected; the motion was seconded by Mrs. Hillier and was passed.

The second sentence of the second paragraph in the minutes of March 9, 1977 was changed to read, "There was a general discussion as to the plans." The last sentence of the next to last paragraph was amended by the addition of the phrase, "of coming to a second interview" after "expenses". Mr. Earls moved that the minutes be approved as corrected, and Mrs. Hillier seconded the motion. The motion passed.

The minutes of March 24 were tabled until two reports could be attached to the minutes.

During the review of minutes, the following items were discussed:

Review of Minutes, cont.

1. Whether it had been previously agreed that Concert Series funds should be transferred from the General Income Fund to a separate account. It was the consensus of the Board that the transfer had been agreed to, was a good idea, and should be taken care of.

   Transfer of funds for concert series.

2. Costs and arrangements for National Library Week. After reviewing the list of projected expenses, it was agreed to pay out of General Income Funds up to $200 more than the $145 voted at the previous meeting.

   Nat. Lib. Week.

3. The status of the copier fund. Mrs. Hodgkins reported on current expenditures from the fund for copier supplies which resulted in a net income of $274.87 for the fund since the installation of the new machine.

   Status of copier fund.

4. The use of Trust Funds and the need for a status report on this year's expenditures.

   Use of Trust Fund

5. The secretarial vacancy in the Director's office. Mr. Fish stated that he would inform applicants of the status of the vacancy during his first week.

   Secretarial vacancy.

Correspondence was the next item on the agenda. Included were the following:

1. A note from an invited guest expressing regret at being unable to attend the National Library Week concert.

   Correspond note from guest

2. A note of appreciation from Mrs. Annette Scott for the retirement gift from the Trustees.

   note from Annette Scott.

3. An expression of interest in the Library building program by the architects, Group II.

   Interest in building project.

4. Copies of warrant articles passed by Town Meeting relating to the Library.

   Warrant art.

5. Correspondence from Flansburgh Associates, which was deferred to the discussion under the last agenda item.

   Flansburgh correspond.

Under reports, Mrs. Hodgkins reported on the following items of interest to the Trustees:

REPORTS:

1. The annual meeting of the Friends of the Library is to be held Thursday, May 12, at 7:45 P.M. in the Junior Library.

   mtg. Fr. of Lib.

2. Sunday, April 26, is to be the last Sunday opening for the year. The Library will remain closed Friday nights until it goes on Summer hours.

   Last Sun. opening.

3. A patron has offered the Library the opportunity to purchase an 1882 edition of the book, Antique Views of the Town of Boston. The staff recommends that the offer be turned down since the Library already owns a very similar edition of the book. The Trustees recommended the staff do as they see fit.

   Offer to purchase old book.

4. A representative of the Chamber of Commerce has asked that a shelf of the hand-out rack be reserved for the Chamber's use. The staff recommends against this since there are many other organizations in Town who might have similar needs. The Chamber has been offered the opportunity to leave pertinent handouts, as well as to prepare a display for one of our display areas. The Trustees concurred with the staff's recommendation.

Chamber of Commerce request for shelf space.

5. A number of recent questions related to use of the Fox Branch meeting room were reviewed for the Trustees. It was confirmed that the room is not available for Sunday use; it is available for nonprofit groups only; it is available to out of town groups so long as Arlington groups receive priority; and the presence of a custodian is required as long as the room is used, with payment for any extra time to come from the group using the room.

Use of Fox Branch meeting rm.

Mr. Doyle reported to the Board that he had been in touch with Mr. Purcell, Town Counsel, and that Mr. Purcell was now waiting for a letter concerning the legal matter presently before the Board.

Contact w/ M. Purcell.

In Miss Remmert's absence, Mrs. Hodgkins reviewed briefly the need for policy decisions on directions for the Historical Room. She stated her belief that a CETA person could begin on projects related to the Library's collections, thus allowing the Trustees to wait for Miss Remmert's presentation to consider priority decisions for the collection.

M. Hodgkins revie
re policy of use of Historica
Room.

Under the last agenda item, there was considerable discussion about the procedure and timing for going ahead with the Library's building program. The Trustees would like to present recommendations for architects to the Permanent Building Committee. They expressed a desire to see libraries with recent additions in order to form an opinion about architects. Mr. Fish agreed to provide them with a list of these libraries.

Discussion of proceding w/ building.

The next Trustees' meeting was scheduled for Tuesday, May 17, 1977, at 7:30 P.M. in the Director's Office.

Next meeting.

The meeting was adjourned at 10:15 P.M.

Respectfully submitted,

Jean McIntyre Hodgkins

Jean McIntyre Hodgkins
Assistant Librarian and
Acting Secretary to the Board

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MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES

May 17, 1977

MEMBERS IN ATTENDANCE.

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, May 17, 1977, in the Director's Office. The meeting was called to order at 7:40 p.m. by Chairman John Doyle. Also present were Mrs. Hillier; Mr. James Fish, Director; Mrs. Jean Hodgkins, Assistant Librarian; Mrs. Rosalind Kantrowitz who was auditing the meeting; Mr. Earls; Mr. Remmert and Mrs. Pinckney joined the meeting a little later.

MINUTES APPROVED.

Mrs. Hillier moved that the minutes of the meeting of April 21, 1977, be approved and commended. Mr. Earls seconded the motion, and the motion passed.

OLD BUSINESS

OLD BUSINESS:

Flansburgh and prospective bldg.

Mr. Arthur Loud, Chairman of the Permanent Building Committee, joined the meeting at this point; The item of old business dealing with Flansburgh Associates and the prospective building was then discussed. In the discussion, Mr. Loud made several points. The Permanent Building Committee wants to select an architect the Trustees, Administration, and Town Meeting members will be happy with. He feels Town Meeting gave three directives for the building: its exterior should be consistent with the present building; the interior should be functional as a library; and it should be affordable by the Town. It also should not be built on the front lawn or on the Memorial Garden grounds. During the discussion, Mr. Fish expressed his concern that the new addition be functional, pointing out dysfunctional aspects of the present building. Mr. Loud noted that the warrant article allowed for possibility of renovation of the present building.

3 Directives from Town Meeting mbrs.

Selection of architect.

Review of selection process.

Regarding selection of an architect, Mr. Loud felt that the architect selected for the next phase of the project should be the one for the final program. A contract with the architect must be included in the Federal application. He reviewed selection processes for other projects, concluding that the process should take about a month. The first step of the process should be a joint meeting of the Permanent Building Committee, the Trustees, and the Administration, at which Flansburgh Associates should present a progress report. Concern was expressed by the Trustees about the existing letter agreement of March 10, 1977, with Flansburgh Associates to prepare the Federal application. Mr. Loud explained it would be possible to go along with the agreement and contract with a different architect

Agreement w/ Flansburgh?

for the rest of the project; he felt, however, this was inadvisable in view of the probably duplication of effort between the two firms.

Mr. Fish reported that he had obtained a list of architects for libraries with recent additions from the Massachusetts Bureau of Library Extension. Mr. Loud noted that the Permanent Building Committee would welcome having the list to work with and explained the basic function of the Committee, to prevent reinvention of the wheel by different Town agencies. He acknowledged that the Committee has final responsibility for selection of the architect, but he and the Board expressed a desire to have the involvement of the full Board and the Building Committee.

M.Fish report on other architects re other librari

There was some discussion of the funding process under the Federal Public Works bill and the likelihood of having the Library addition funded on a third round. Mr. Loud suggested the Board should be considering alternate sources of funding.

Discussion of funding under Fed.PublWrks.

A joint meeting of the Permanent Building Committee and the Board of Library Trustees was tentatively set for Tuesday, May 31, 1977, in the Children's Room of the Robbins Library. Thursday, June 2, was set as an alternate date.

Joint mtg. w/Per.Bldg. Com. set.

Mr. Loud concluded with informing the Trustees that they could expect to be contacted by the Arlington Civil Rights Committee concerning writing equal opportunity provisions into any contracts related to the construction of the library addition.

Contact w/ Arl. Civil Rights Comm. re equal opportunity provision.

COMMUNICATIONS

COMMUNICATION

Mrs. Hillier had two items of communication to the Board. The Arlington Board of Youth Services had written a letter notifying the Board of Youth Appreciation Week, May 30-June 5, as recommended by the Vandalism Study. Mrs. Hillier suggested that Mr. Fish consider inviting Mr. Bobbitt of the Locke School to put on a program, "Lonely Train" for the Junior Library. The Arlington Housling Authority had sent a guide to services, which will be put in the Reference Department pamphlet file.

letter from Bd. of Youth Appreciation Wk.

Guide from Housing Auth.

NEW BUSINESS

NEW BUSINESS

Mr. Fish reported on the selection process for the new Reference Librarian, Mrs. Deborah Apling, who had worked Sundays and on a substitute basis for the Library. He had talked over the telephone with Mrs. Hillier, Mr. Earls, and Mr. Doyle to get a verbal approval to have Mrs. Apling start work Monday, May 9, 1977. He suggested that the Board should ratify appointments of all permanent full-time employees. Accordingly, Mr. Remmert moved that the Board ratify the appointment of Mrs. Apling. Mr. Earls seconded the motion, and it was passed.

Selection of Reference Librarian: M. Apling.

Ratifying appointments.

Mr. Fish then reported on his choice for the part-time secretarial position, Mrs. Jill Amidon, an Arlington resident with excellent secretarial skills and experience, as well as a Masters Degree in Art. He

Secretarial post filled.

felt this candidate presented the greatest flexibility for adapting to changing demands of the position. After some discussion of past Board involvement in part-time and clerical positions, it was decided that the part-time positions did not require ratification by the Board. Mrs. Amidon will begin work Monday, May 23, 1977.

Discussion followed of the requirement of O'Reilly Insurance Company that we provide a list of prints, values, and descriptions of the print collection in order to have them insured. We have 130,000 prints, insured for $50,000 at a cost of $1300, with no inventory. Dr. Wiese has suggested it is impossible and undesirable to inventory the collection. Mr. Remmert moved that we discontinue separately insuring the print collection; Mr. Earls seconded the motion. After discussion of the possible Trust Fund requirements for insurance, the motion was withdrawn, with the suggestion that blanket coverage from another insurance coverage be sought and the stipulations of the trust fund be checked.

Insurance of print collection.

During the discussion of the insurance, the need for a job description for Dr. Wiese and clarification of reporting lines was also noted. It was suggested that more formalization of her role might be in order, including annual agreement on objectives for the position.

Job description for Dr. Wiese.

Mr. Fish and Mr. Doyle reported on the status of the General Income Fund. There is presently a balance of $13,226, with commitments of $9500 encumbered, including the Concert Series for next year, thus leaving an unencumbered balance of approximately $3500. Mr. Fish pointed out his discovery that there was no budget for in-state travel and expenses. He suggested that Trust Funds up to $750 be allocated for FY 78 for this purpose. The Board was concerned that if they picked up such an expense, it would never go back into the regular budget, although they wholeheartedly endorsed the principle that staff should be reimbursed for such library-related expenses. Mr. Remmert moved that up to $150 in trust funds be made available for the MLA Conference in May; Mr. Earls seconded the motion and it was passed. Mr. Fish agreed to explore further the question of how other departments handle this expense.

Status of the General Income Fund.

Need for budgeted in-stat travel.

Motion passed re in-state travel funds.

Mr. Fish relayed a request by Mrs. Greene, Children's Librarian, that the Trustees allocate $75 for a program by a magician to culminate the Summer Reading Program. The Trustees agreed to this expenditure.

Request for magician for Summer Readin Program.

DIRECTOR'S REPORT

DIRECTOR'S REPORT:

Mr. Fish reported on the status of the expenses budget, whose latest figures reveal $18,500 unencumbered, although the book budget has been overspent by $1,722 to date. He commended Mrs. Terzian for her good records of expenditures but explained that there seemed to be some communication and information difficulties which helped account for the book budget deficit. He reported on steps to deal with the immediate situation, his intention to review department allocations, and the need for an on-going monitoring system.

Status of the expxnse budget

M.Terzian commended.

Mr. Fish reported that the personal services budget reflected a surplus of around $7,000 due to vacancies and filling positions at lower grades than budgeted. This money will free up part-time staff to help with the study, as well as make staff available for special projects, which he has requested from the Department Heads to have by Friday.

Surplus in personal services budget.

Sunday openings were overspent by about $400, which, according to Mrs. Hooley, was caused by not taking into account certain aspects of staffing in the budget.

Sunday openings: oversspent.

Mrs. Hodgkins reported briefly on the National Library Week program, concluding that a significant amount of successful programming was provided at moderate expense. Appreciation was expressed for the Trustees' support of staff efforts for National Library Week.

M.Hodgkins report on Nat.Lib.Week.

The Director reported that Mrs. Allen and Miss Remmert have completed their course work for their library degrees. Mrs. Hillier moved that the Chairman send a letter of congratulations to them; Mrs. Pinckney seconded the motion, and it was passed.

Letter of congratulations for M. Remmert and Allen for MLS degrees.

Mr. Fish reported that we were currently being required to complete performance reviews for all staff in connection with recommendations for merit increases. He also told the Trustees of the questionnaires he had distributed to staff, asking for comments on their own jobs and the Library as a whole; he intends to discuss these with staff in the near future.

Performance reviews for all staff re merit increas

The Director reported on the status of the community and library analysis, which is well underway. Miss Remmert, Mrs. Hodgkins, and Mr. Fish will serve as the three coordinators, with extra assistance from two college students. Orientation was provided for Department Heads at the morning meeting.

Status of community/library analysi

Mr. Fish reported on his own orientation with staff, the Selectmen, and meeting people in Town Hall.

Orientation for Director.

Mrs. Hillier inquired whether the results of the test for the Head Custodian were available; Mr. Fish responded that they were not but that he was investigating the situation. Mrs. Hillier noted the need for replacement of shades in Mrs. Hooley's office, and Mr. Fish said he would take care of them.

Test for head custodian

The next regular meeting of the Board of Library Trustees was set for Tuesday, June 7, 1977, at 7:30 p.m. in the Director's Office.

Next mtg.

Mrs. Pinckney stated her desire to have an opportunity to establish management objectives for the next year's budget without the press of a deadline from the Manager.

M.Pinckney request for magmt. objectives for next year.

The meeting was adjourned at 10:30 p.m.

Adjournment.

Respectfully submitted,

Jean McIntyre Hodgkins

Jean McIntyre Hodgkins
Assistant Librarian

Esther McQuaid
Library Director

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NOTES OF THE MEETING

between the

ROBBINS LIBRARY BOARD OF LIBRARY TRUSTEES

and the

PERMANENT BUILDING COMMITTEE

June 2, 1977

ATTENDANCE

The Board of Library Trustees and the Permanent Building Committee met in the Robbins Library Junior Library on Thursday, June 2, 1977, at 7:45 P.M. The purpose of the meeting was to discuss the status of the plans for a proposed addition to the Library; to hear from the architect, Flansburgh Associates; and to agree on the next steps in final selection of an architect. Trustees present were Mr. John Doyle, Mr. George Remmert, Mr. James Earls and Mrs. Bette Pinckney. Present from the Permanent Building Committee were Mr. Arthur Loud, Chairman; Mr. Robert Shaw; Mrs. Ann Klein; and Mr. Donald Marquis, Town Manager. Absent members of the Permanent Building Committee were Mr. Phillip Rossetti; Mr. Richard Savage; Mrs. Doris M. Cremens; Mr. Robert Shaedal; and Mr. Peter McKinney. Also present were Mr. Charles Fagone, Arlington High School; and Ms. Bonnie Rouleau, secretary to the Permanent Building Committee.

LIBRARY TOUR

The meeting began with an informal tour of the Library conducted by the Director. He pointed out for the Building Committee's benefit the crowded condition of the building and some of the resulting difficulties in making the building easy to use by the public and efficient for the staff.

HISTORY OF COMMITTEE

MEMBERSHIP

PURPOSE

HIRING OF FLANSBURGH

On return to the Junior Library, Mr. Loud asked Mr. Doyle to take over the meeting for the Trustees. It was explained that in 1972 the Town Meeting had appointed a committee including one Trustee, three registered voters, and one member each of the School Committee, Capital Development Committee, and the Redevelopment Board. This Committee was charged with exploring a new addition for the Library and hired Flansburgh Associates to do the preliminary plans. When the possibility of getting Federal funds arose in 1976, the Trustees hired Flansburgh to do this work, based on the 1973 plans.

FLANSBURGH PRESENTATION

PROPOSED ADDITION

At this point, Mr. Flansburgh began his presentation with a brief review of the architecture of the original building and the 1932 addition and an explanation of the work his firm had done to date. He then presented the preliminary plans for the Library. The basic concept was to subordinate the addition to the existing building. The addition would surround the Junior Library, with a connecting glass corridor from the present Reference Room to the addition.

FLANSBURGH'S PROPOSED ADDITION, cont..

It would have a basement level and a level equal to the present first floor. The lower level of the entire building would be devoted to administrative purposes, with the Director's offices in the area presently occupied by the Head of Circulation. All other work areas would be on this level also, as well as an art gallery, and the Historical Collection. Meeting Rooms would be in the present Art Gallery. Rest rooms would be in the addition. A ramp to be used for both deliveries and the handicapped would extend from Massachusetts Avenue to the back of the new addition. The present Young Adult Room would become the Junior Library, with an Audio-Visual Room adjacent. There would be the card catalog and stacks in the addition. Circulation Control would be in the area around the elevator.

DESIRE OF TOWN MEETING RE ADDITION

INTERIOR DESIGN

SQUARE FOOTAGE

HEATING COSTS

Mr. Loud reiterated the desire of Town Meeting that the addition should not be the highlight of the building and should be architecturally consistent with the original building. Mrs. Klein asked about interior furnishings; Mr. Flansburgh replied that the expense of having wooden trim of the kind in the original building would be prohibitive but that color and design could be picked up in other ways. In response to a question, Mr. Flansburgh said the square footage of the addition would be 24,000 and of the renovation, 18,900, a total of 43,000 square foot. The projected cost at today's prices was $2,250,000. There was some discussion centering around the question of controlling heating costs. Mr. Flansburgh said that while long-term maintenance costs of building underground would be less, initial costs would be so expensive that he felt it shouldn't be considered. Mr. Flansburgh also felt the costs of solar heating, $7 per square foot, ruled it out for this project. The Trustees and the Permanent Building Committee thanked Mr. Flansburgh for his presentation and efforts, and the representatives of Flansburgh Associates left the meeting.

DISCUSSION RE FLANSBURGH ASSOCIATES

FURTHER INTERVIEWING FOR ARCHITECT

There was some discussion about the degree to which Flansburgh Associates had met the Trustees' desires in this stage of planning as well as other projects they had done. Mrs. Pinckney told the group that an informal survey she had done of his work was on file with the minutes of the Trustees' meetings. The Trustees indicated that a new building program had not been written, and Mr. Fish pointed out that the community/library analysis would be completed by the end of June and could provide valuable input to a building program. It was concluded that the two groups would like to interview further for an architect to take the project from this point on. Mr. Loud said that they would like to invite several firms, including Flansburgh Associates, to interview beginning in mid-July. He pointed out that once a firm was selected, the Permanent Building Committee would perform only a monitoring function and the architect would be working closely with the Trustees, Administration, and staff of the Library. The Trustees concurred with the idea of having the Permanent Building Committee coordinate the selection process with the Trustees' participation.

The meeting was concluded at 10:00 p.m.

Respectfully submitted,
Jean McIntyre Hodgkins
Jean McIntyre Hodgkins
Assistant Librarian

Esther McQuaid
Library Director

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MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

June 7, 1977

CALL TO ORDER
ATTENDANCE

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, June 7, 1977, in the Director's Office. The meeting was called to order at 7:40 P.M. by Chairman John Doyle. Also present were Mr. Earls; Mrs. Hillier; Mrs. Pinckney; Mr. Remmert; Mr. James Fish, Director; and Mrs. Jean Hodgkins, Assistant Librarian.

MINUTES OF 5/17 APPROVED

Mrs. Hillier moved that the minutes of May 17, 1977, be approved. Mr. Remmert seconded the motion, and it was passed.

COMMUNICATIONS

RESIGNATION OF LAURA ROY
DISCUSSION OF POSITION AT FOX

Mr. Fish reported that he had received a letter of resignation from Miss Laura Roy, Fox Children's Librarian. She is getting married, and her fiance has taken a job in Florida. Some discussion followed concerning the situation at Fox where the Children's Librarian is frequently called upon to act as the Branch Librarian. The hours Fox is open and the fact that the Branch Librarian is responsible for the weekly hospital visits contribute to this situation. The Trustees and Director recognize the limitations the situation places on the ability of the Children's Librarian to devote her attention to children's services but also feel it provides a broader experience for the Children's Librarian. Mr. Fish pointed out that the situation should be made clear in interviews for a replacement, and that if a new Children's Librarian were to resign for such reasons, a close look at the situation would have to be taken.

REIMBURSEMENT OF M. DeSTREEL

Mr. Doyle reported a telephone call from Mr. DeStreel saying he had not received his check for reimbursement for expenses for his interview trip. The warrant for the check was at the meeting for the Trustees to sign.

LETTER FROM M. WOODMAN RE CHECK FOR FRAMING REPRODUCTIONS

Mr. Doyle read a letter from Mr. Charles Woodman, Treasurer of the Friends of the Library; the letter included an accompanying check for $211.75 to cover half the total cost of a recent purchase of framed art reproductions. Mr. Fish reported that he had sent a letter of thanks from the Director and the Trustees.

BILL FROM FLANSBURGH ASSO.

Mr. Doyle mentioned the bill from Flansburgh Associates, which was discussed later under Old Business.

OLD BUSINESS

In-State Travel

IN-STATE TRAVEL

Mr. Fish reported that he had learned that other Town Departments take in-state travel out of "Miscellaneous." The Library had done this at one time but had somehow discontinued the practice. The Director's recent trip to the Massachusetts Library Association Conference had been paid for out of "Miscellaneous." Mrs. Farnsworth, the only other staff member to attend, was reimbursed out of Trust Funds. Mr. Fish recommended that every effort be made during Fiscal 78 to reserve some "Miscellaneous" funds for in-state travel and that provision be made in the preparation of the Fiscal 79 budget for in-state travel in the "Miscellaneous" portion of the budget.

RESERVING "MISCALLANEOUS" FUNDS

Print Funds

PRINT FUNDS

Mr. Fish reported the information below on the purpose and status of the trust funds used for prints:

> Art Fund, a gift of Winfield Robbins, "the interest of said $25,000 to be devoted to the care, preservation, and increase of my collection of prints."

ART FUND OF WINFIELD ROBBINS

> Print Fund, gift of Ida Robbins, "said sum to be kept as a fund, income only to be used for the purchase and care of prints."

PRINT FUND OF IDA ROBBINS

	Balance, 6/7/77	Principal
Art Fund	$ 49,065	$ 37,187
Print Fund	60,750	30,000
TOTAL:	$109,815	$ 67,187

Discussion of potential uses for these funds was interrupted by the arrival of the representative of the Bicentennial Book Committee. The resumed discussion concluded that at a later date it would be advisable for the Director and the Curator to re-examine use of these funds, with particular attention to the possibility of using them for regular purchase of additions to the circulating art collection.

POTENTIAL USES FOR FUNDS

Bicentennial Book Project

BICENTENNIAL BOOK PROJECT

M. SAUL'S REPORT

Mr. Arthur Saul, Chairman of the Bicentennial Book Project, joined the meeting to bring the Trustees up to date on the project. He reported that the initial momentum for the project had come to a stop when the projected expenses of $20,000 appeared out of reach of the Committee. At the first of the year, the project was revised with a change in the format from a hardbound book to a soft cover report similar to the Town Report. Expenses were revised

AGREEMENT FOR # COPIES

downward to $14,000, with $5,000 to be covered by a grant from the Bicentennial Commission. Mr. Saul stated that the printing deadline for the book was August 15 and that the committee needed the $750 promised by the Trustees by that date. Mr. Saul assured the Trustees the Library would receive the number of copies originally promised; Mr. Fish said he would send the number of copies when the check was sent. Later discussion recalled that the number of copies had been "up to 75," exact number to be decided by the Director.

Sunday Openings

SUNDAY OPENINGS

M. FISH'S CIRCULATION STATISTICS

COMMUNICATION DIFFICULTIES

Mr. Fish reported that a comparison of circulation statistics for January-March of 1976 and for the 1976-1977 openings revealed an average daily circulation of 412 for 1976 and 313 for 1976-77, a decrease of 24%. Despite the decrease, the more recent figure probably still represents the highest hourly circulation of the year. Mr. Fish discussed the difficulties of communication between the Sunday staff and the regular staff and his intention to improve this situation next year.

Proposed Addition

PROPOSED ADDITION

DISCUSSION OF FLANSBURGH BILL

The Flansburgh Associates bill was discussed, with Mr. Remmert pointing out that the original agreement had called for preparation of the application for Federal funds. It was agreed that the Trustees would need to negotiate over the bill and the agreement, and the bill was not authorized for payment.

LIAISON FOR PERMANENT BUILDING COMMITTEE

Mr. Doyle inquired about designating a liaison from the Trustees to work with the Permanent Town Building Committee. After some discussion, it was agreed that for a matter of this importance, the Trustees should act as a Committee of the Whole.

CETA Employees

CETA EMPLOYEES

REQUEST FOR FIVE EMPLOYEES

DISCUSSION OF PROJECT ORIENTATION

Mr. Fish reported that he had talked with Kristi Chappelle, Coordinator of the CETA program for the Town, and had decided to ask for three CETA employees beginning August 1, and two, September 1. The ensuing discussion covered the "project" orientation of the new CETA funds, the question of whether waiting until August would lower our chances of getting the CETA positions, the immediacy of the need for help in Circulation, the difficulty for the Director in knowing now exactly what projects should be top priority, and the need to keep reminding the CETA people of our requests. The Trustees concurred in the Director's suggestion that the requested starting date be worded, "not later than August 1" and "not later than September 1."

BOOK BUDGET AND REVISION OF SELECTION AND TECHNICAL SERVICES

This discussion raised the issue of the book budget, and Mr. Fish reported on his efforts to date to alleviate this problem. He also reported some of his observations and concerns about library systems and the need for revision of those related to book selection and technical services.

NEW BUSINESS

CIC Final Report

CIC FINAL REPORT

RECOMMENDATION OF COMMUNITY INFORMATION SERVICE

DISCUSSION OF LIBRARY INVOLVEMENT

RECOMMENDATION OF CABLE TELEVISION

Mr. Doyle called the Trustees' attention to the Final Report of the Citizens' Involvement Committee. He felt the recommendation that a Community Information Service be established had implications for the Library and should be explored as a potential service. Mr. Earls raised the question of where this service would be located, and Mrs. Pinckney raised the question of whether librarians should staff the telephone portion of the service. Mr. Fish agreed that these elements would have to be explored, but he and the Trustees felt the Library was a natural focal point for the service and should follow up on the recommendation. Mr. Doyle also suggested that the library keep open the option of involvement in cable television as per the CIC recommendation.

Director's Report

DIRECTOR'S REPORT

Mr. Fish referred the Trustees to his brief written report, which covered some of the items discussed in the context of the CETA employees.

SOFTBALL GAME

He also reported that the staff would be playing a softball game against the staff of the Wakefield Public Library on Sunday, July 10, in Wakefield. At Mrs. Hillier's suggestion, the Trustees agreed to contribute toward refreshments for the game. Mr. Fish also announced plans for a staff picnic in the late summer.

FRANK FARESE'S APPOINTMENT AS SENIOR CUSTODIAN

The Director reported that Mr. Frank Farese had been appointed Senior Custodian effective Monday, June 13, 1977. He explained that the Civil Service system called for appointing the highest scorer on the exam unless there were exceedingly strong reasons for naming someone else.

EXECUTIVE SESSION

At this point, the Trustees decided to go into Executive Session, and Mrs. Hodgkins left the meeting at 10:00 p.m.

Respectfully submitted,

Jean McIntyre Hodgkins

Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

Esther McQuaid
Library Director

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MINUTES OF EXECUTIVE SESSION

June 7, 1977

The motion was made, the Board members polled, and it was unanimously voted that the meeting move into executive session at approximately 10:00 P.M.

Mr. Fish outlined two purposes for the session. First, he informed the Board of his intention to postpone the 2% merit pay for two individuals, Clinton Tao, Head of Technical Services, and Stella Shen, Cataloger, until a later review in the fall. This action would be taken because of serious concerns he has about their performance. It may well prove to be that the problems in their department are caused by situations beyond their control. If so, further study will be able to assess the responsibility, and if the performance of the two individuals is no longer in question, they would receive the full amount of the merit increase but a few months later.

Substantial discussion followed with some concern expressed about singling these two out when all the others entitled to it would probably be receiving the merit pay. It was felt, however, that this might be the best way to approach a rather difficult situation.

The second item was Mr. Fish's recommendation that as of July 1, 1077, Mrs. Hodgkins be given the step increase that she would have been given last November were it not for the fact that she was "frozen" then. In addition, she would also be eligible for further step increases on her subsequent anniversary dates. The Board unanimously agreed.

The meeting adjourned at approximately 10:45 P.M.

J.H.F.

Esther McQuaid
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MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

July 5, 1977

ATTENDANCE

The Board of Library Trustees met for its regular monthly meeting on Tuesday evening, July 5, 1977, in the Director's Office. The meeting was called to order at 7:45 P.M. by Chairman John Doyle. Also present were Mr. Earls; Mrs. Pinckney; Mr. Remmert; Mr. Fish, Director; Mrs. Hodgkins, Assistant Librarian; and Mrs. Rosalind Kantrowitz, who was auditing the meeting. Mrs. Hillier joined the meeting around 8:30 P.M.

MINUTES

MINUTES ACCEPTED.

Mr. Remmert moved that the minutes of the meeting of June 2, 1977, be approved, and Mr. Earls seconded the motion. The motion passed. Mr. Remmert moved that the minutes of the meeting of June 7, 1977, be approved. Mr. Earls seconded the motion, and it was passed.

EXECUTIVE MEETING MINUTES.

Mr. Fish asked about the mechanics of minutes for Executive Session meetings. It was agreed that they should be distributed with the regular minutes. The minutes for the June 7 Executive Session will be with the minutes for the present meeting.

COMMUNICATIONS

COMMUNICATIONS:

M. O'Day Thank You.

Informational copy of State Aid Application.

A note from Mrs. Marie O'Day was read; this note thanked the Trustees for the money they had given her toward her expenses last summer of attending the American Library Association Conference. Mr. Doyle informed the Board and Mr. Fish that he had received an informational copy of the State Aid Application from the Bureau of Library Extension. Mrs. Hodkins said that she was working on that form with the other statistics questionnaires received from the Bureau.

OLD BUSINESS

OLD BUSINESS:

FY 77 Budget Finalization

FY 77 Budget Finalization.

Mr. Fish and the Board reviewed the final expenditure figures for the FY 77 budget. Mr. Fish pointed out that few categories were on target, indicating a problem either in the

original plan or in spending according to the plan. Mr. Earls expressed concern over the deficit in the book budget. Mr. Fish explained that the $8,600 deficit was absorbed by shifts from other categories, most notably light and power. Discussion ensued over possible explanations for the over budgeting in light and power. Difficulties of getting accurate information were mentioned, and it was agreed that this area should be explored in preparing the budget for FY 79. Mr. Doyle expressed the feeling that in view of Mr. Fish's having started in April and the transition in the Directorship this year, Mr. Fish had done very well to come in as close as he did.

Concern over book budget deficit.

Discussion of cause.

FY 78 Budget

FY 78 Budget:

Discussion of the FY 77 budget raised questions about how to work with the already appropriated figures for FY 78. Mr. Fish expressed his desire to rework allocations as much as possible so that it would be known where the money is to be spent. Mr. Remmert expressed concern over whether line items could or should be shifted or whether reallocations within line items was being discussed. Mr. Fish responded that there were no legal requirements but an expectation that departments should spend the amounts allocated for each line item; in Arlington, it is an accounting principle, not a legal principle.

Using already appropriated figures.

Reworking allocations.

Flansburgh Associates

Flansburgh:

Mr. Doyle reported that Mr. Fish had asked Mrs. Amidon to compute square footage figures by area for the Flansburgh Associates plan versus the 1973 program they also did. He stated that there are other changes discussed in correspondence; since the correspondence was not available, this discussion was postponed to the next meeting.

Comparing square footage figures w/ 73 program.

NEW BUSINESS

NEW BUSINESS:

Audit of Trust Funds

Trust Funds Audit

Mr. Doyle presented a written report of the annual audit of trust fund investment instruments kept in the safe deposit box. The items listed accounted for $179,000 of the trust funds, which does not constitute the entire trust fund holding. Mr. Earls moved that the report be accepted, and Mr. Remmert seconded the motion. It was voted to accept the report.

Report by M.Doyle

Report accepted.

FY 78 Planning

FY 78 Planning:

Mr. Fish reported that in connection with setting FY 78 objectives, he was asking Department Heads to provide for him in writing three statements: (1) the goal of Robbins Library; (2) the goal of their specific department; and (3) specific department objectives for FY 78. He reported that the Library

Request for reports from department heads.

has met over half of its FY 77 objectives. Mrs. Pinckney asked whether FY 79 objectives would be set, and considerable discussion ensued about the desirability of having objectives in order to set FY 79 budget priorities, the need for staff input, and the timing requirements of the Town budget process, and the complexity of coordinating all of these things. Mr. Fish stated that he would be ready to give a report on the community/library study at the next Trustees' meeting. After some discussion, it was agreed that the next regular meeting of the Trustees would be on August 2; objectives for FY 78 and FY 79, the capital budget, and the community/library study would be discussed at the meeting. A written draft of the study will be mailed out to the Trustees prior to this meeting. Later, it was agreed that the Trustees would meet on Thursday, July 14, to discuss the plans and bill from Flansburgh Associates.

Discussion re having objectives in order to set FY 79 budget priorities.

August 2 meeting ajenda.

July 14 meeting re Flansburgh.

Mr. Doyle asked about the Historical Room report, and Mr. Fish reminded him that it had been agreed to postpone that for the time being and that a letter had been sent to the curator of the Arlington Historical Society. The letter informed the curator of the status of the project and that as soon as it became feasible, the Library would continue with the cataloguing of the Historical Society's materials.

Question about Historical Room report.

Mrs. Hillier asked about the theft in the Library, and Mrs. Hodgkins reported on the theft of the cash box in the Junior Library during the 6-9 period on June 20, 1977; $158 was believed lost. She and Mr. Fish explained how the procedures have been changed in an attempt to prevent reoccurrence of this kind of theft.

Cash box theft.

DIRECTOR'S REPORT

DIRECTOR'S REPORT:

Mr. Fish reviewed verbally the information in his written report to the Trustees, the declining circulation, his visit to ALA, the Book Order Study Committee, Technical Services, the community/library analysis, and the certainty of the CETA positions. He also informed the Trustees that he, Mrs. Hodgkins, Mr. Tao, and Mrs. Shen would be visiting the Beverly Public Library to see Beverly's Technical Services operation. A representative from BroDart had also been invited to talk with Mr. Tao and Mr. Fish about Technical Services operations. Mr. Fish reported that an attempt to diminish the backlog in Technical Services is being made in preparation for a change in systems.

Review of written report.

Trip to Beverly to view Tech.Services.

Tech.Services backlog.

Mr. Fish told the Trustees of his letter to Mr. James Forte, informing him of the Library's desire to be involved on the ground level in discussions of implementing the Citizen Involvement Committee recommendation that the Town establish an information service, as well as the Library's interest in cable-television. Mr. Fish had also talked informally with the CETA coordinator about the possibility of having a CETA position to establish and evaluate this service. Mr. Remmert expressed the opinion that this kind of project seemed to fit exactly the in-

Letter to J. Forte re desire for involvement with CIC and information service and cable TV.

tentions of the CETA funds.

In response to a question from Mr. Earls, Mr. Fish reported that the softball game with Wakefield was scheduled for Sunday, July 10, at 1:00 p.m.

Softball game with Wakefield.

ADJOURNMENT

ADJOURNMENT

Mr. Earls moved that the meeting be adjourned; Mr. Remmert seconded the motion. The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Jean McIntyre Hodgkins (jya)

Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

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MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

July 14, 1977

ATTENDANCE

The Board of Library Trustees met on Thursday evening, July 14, 1977, in the Director's Office. Chariman John Doyle called the meeting to order at 7:30 P.M. Also present were Mr. George Remmert; Mr. James Earls; Mr. James Fish, Library Director; and Mrs. Jean Hodgkins, Assistant Librarian.

REVIEW BILL FROM FLANSBURGH

REVIEW OF SQUARE FOOT FIGURES. REQUEST FOR NEW BILL.

The purpose of the meeting was to review the bill submitted by Flansburgh Associates for preliminary plans for an addition to the Library. Some time was spent reviewing square foot figures by area as provided for the in Flansburgh plans. After general discussion, it was agreed that the Board Chairman would call Flansburgh Associates and ask them to submit a new and final bill.

PROPOSAL RE PRINT SALES BY ARTIST JILL FOGELSONG.

Mr. Fish told the Board of a proposal by artist Jill Fogelsong that she sell her wildlife prints in Arlington with one-third of the benefits to return to the Library for purchasing wildlife books. The Board and the Director decided not to pursue this idea.

PURCHASE OF REFRIGERATOR FOR DALLIN.

Mr. Fish also informed the Board that the staff apartment-size refrigerator at Dallin had broken down and could not be repaired. In view of the emergency nature of this need, Mr. Remmert moved that trust funds up to $300 be used to buy a refrigerator for Dallin Branch. Mr. Earls seconded the motion, and it was passed.

ADJOURNMENT

The meeting was formally adjourned at 8:55 P.M., at which time Mr. Remmert withdrew from the meeting.

M. REMMERT'S PRESENTATION RE NEGOTIATIONS BETWEEN PROFESSIONALS & TOWN.

Miss Maryellen Remmert joined the remaining group to tell them of the status of contract negotiations between the Town and the Professional Librarians' Association. She explained that approximately two weeks earlier, negotiations had gone into mediation and a second mediation session would be held Monday, July 18. As Miss Remmert presented it, there are two basic points of disagreement:

TWO BASIC POINTS OF DISAGREEMENT:

ADVERSE CONDITIONS

(1) whether control over adverse conditions affecting health and safety should be in the hands of the Director of the Town Manager, and

LENGTH OF WORK WEEK

(2) whether the professionals should have a 35 or 38 hour work week.

COMPENSATION FOR LONGER WORK WEEK.

SCHEDULING FOR 35-HOUR WEEK

MAHAR'S PROPOSAL TO GIVE UP COST-OF-LIVING INCREASE

Miss Remmert explained that at the first mediation session, the mediator concluded that some form of compensation for the longer work week should be offered. Since Mr. Mahar, the Assistant Town Counsel, had maintained that scheduling could not be arranged with a 35-hour week, the Assocation had, since the mediation session, worked out schedules to demonstrate the feasibility of a 35-hour week from a scheduling viewpoint. After receiving this information from the Association, Mr. Mahar returned with the proposal that the Association give up the cost-of-living raise in return for the reduced work week. Miss Remmert stated that this proposal is totally unacceptable to the Association.

HISTORY OF WORK WEEK

Miss Remmert had researched the history of the work week and found that in 1969, the non-professionals went from a 38-hour to a 35-hour work week. In the early 1950's both groups had had four weeks vacation, the non-professionals went to a three-week vacation in 1952.

AMOUNT OF WORK ACCOMPLISHED IN 35-HOUR WEEK.

In response to a question from Mr. Earls, Miss Remmert stated that she was not saying that the same amount of work could be accomplished in 35 hours but that all public service desks could be covered adequately. Miss Remmert left the group after her presentation.

APPOINTMENT OF EVELYN BRECK AT FOX.

Mr. Fish told the Trustees that he would like to appoint Evelyn Breck as the Children's Librarian at Fox. She is presently working at North Cambridge Branch of Cambridge Public Library and worked last summer at Robbins Library as a work-study student.

END OF DISCUSSION.

The group ended its discussion at 10:00 P.M.

Respectfully submitted,

Jean McIntyre Hodgkins jyA

Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

Esther McQuaid
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MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

August 4, 1977

ATTENDANCE

The Board of Library Trustees met for its regular monthly meeting on Thursday evening, August 4, 1977, in the Director's Office. The meeting was called to order by Chairman John Doyle at 7:30 p.m. Also present were Mr. James Earls; Mrs. Janemarie Hillier; Mr. George Remmert; Mr. James Fish, Library Director; Mrs. Jean Hodgkins, Assistant Librarian; Miss Maryellen Remmert, Reference Librarian; and Mrs. Grace Greene, Children's Librarian. Mrs. Bette Pinckney joined the group a little later. Mrs. Emily Farnsworth, Young Adult Librarian, and Mrs. Wilma Hawkins, Reference Librarian joined the meeting at 9:00 p.m. and left at 10:30 p.m.

MINUTES

MINUTES APPROVED AS CORRECTED.

July 5, 1977

The minutes of the July 5, 1977, meeting were corrected as follows:

July 5, 1977

On page 2, the first sentence under "Audit and Trust Funds" was changed to read, "Mr. Doyle presented a written report of the annual audit of trust fund investment instruments kept in the safe deposit box."

On page 3, at the end of the second paragraph, the following sentence was added, "The letter informed the curator of the status of the project and that as soon as it became feasible, the Library would continue with the cataloguing of the Historical Society's materials."

Mr. Remmert moved that the minutes be approved as corrected; Mr. Earls seconded the motion, and it was passed.

July 14, 1977

July 14, 1977

The minutes of the July 14, 1977, meeting had a correction in the last line of the second paragraph. This line was changed to read, "a new and final bill".

Mr. Remmert moved the minutes be approved as corrected; Mrs. Hillier seconded the motion, and it was passed.

During the discussion of the July 14 minutes, Mrs. Hillier asked

Refrigerator Purchase by Dallin.

why the refrigerator for Dallin had not been purchased from a local firm. Mr. Fish explained that Mrs. Thompson had taken care of shopping for a suitable refrigerator, and this purchase represented the most satisfactory arrangements she was able to make. Every reasonable effort will be made in the future to expend trust funds with Arlington businesses.

COMMUNICATIONS

COMMUNICATIONS

Mr. Doyle reported that he had only one item of communication which would be discussed under new business.

OLD BUSINESS

OLD BUSINESS:

Flansburgh request to discuss bill at Board meeting.

Mr. Doyle repeated the information discussed under the July 14 minutes that he had talked with Mr. Flansburgh and that Mr. Flansburgh had requested an opportunity to meet with the Board about his bill. It was determined that the Board would have a meeting for this purpose the last week of August or the first week of September.

NEW BUSINESS

NEW BUSINESS:

Mrs. Homer's Slide Collection

Mrs. Homer's Slide Collection Donation.

Mr. Doyle read the letter from Mrs. Roberta Homer expressing her desire to donate to the Library her collection of 3,000 slides of art works with a cabinet for housing them. She had developed this collection during her career as an art teacher and had worked with Mrs. Shea, Art and Music Librarian, in choosing the cabinet and method of storing them for library use. She would like to donate the first section in a few months and complete the donation after her retirement to Cape Cod in 1978. She requested the privilege of borrowing slides through the mails, indicating the intention to take care of the postage. Mrs. Hillier moved that Mrs. Homer's slide collection be accepted as a gift; Mr. Remmert seconded the motion, and it was passed. Mrs. Hillier suggested that a picture be taken of the Director and Mrs. Homer, and Mr. Fish agreed to take care of giving this new service and its benefactor proper publicity and recognition.

Community/Library Analysis

Community/Library Analysis Report.

Mr. Fish made a presentation of the findings and recommendations of the Community and Library Analysis which had been done by Miss Remmert, Mrs. Hodgkins, and Mr. Fish. Mr. Fish stressed that the draft distributed to the Trustees prior to the meeting was not a final document and still needed many revisions.

Population characteristics of Arlington.

In his presentation, Mr. Fish discussed the population characteristics of the Town as a whole and the individual census tracts. He also discussed library resources, including organization and administration, personnel, finances, facilities, and the collection. Discussion of services included circulation statistics,

informational services, and technical services. Mr. Fish concluded his presentation by reviewing each recommendation and the thinking that went into them. Following the presentation, each trustee responded in turn with their initial reactions to the study and the presentation.

Discussion re study draft.

Mr. Earls asked about what would happen next with the study. General discussion followed about the format, content, and intent of the final document. Mr. Fish asked the Trustees to put in writing any specific comments about the draft study. He emphasized that the present document was a first draft and required more work. He indicated he felt the final document would not be produced immediately but in three to four months.

Objectives - FY78 and FY79

FY78 and FY79 Objectives.

Choice involved.

Desire to do town survey of reader interest.

General discussion of objectives preceded choice of specific objectives. Issues of the quantity of objectives, FY77 objectives, whether increasing circulation was an appropriate objective or a goal, and use of the study recommendations were all discussed. This discussion, as well as earlier discussion during the study presentation, brought out the desire to do a survey of town residents aimed at identifying reader interest.

FY78 Objectives.

Objectives chosen for FY 78 included a survey of residents as well as specific recommendations from the study. Recommendations 4,5, 8, 11, 14, 16, 17, 18, 23, 24, 25, 29, 30, 31, 33, 35, 39, and 44 were chosen for FY78 objectives. It was agreed that the Director should have the chance to review the objectives and make final decisions about inclusion and wording. During the selection of FY 78 objectives, study recommendations were also considered for FY 79.

FY79 Capital Outlay Request

FY79 Capital Outlay Request.

There was some general discussion of possible items for capital budget requests, including sandblasting, the library van, landscaping, windows at Fox, and repointing of stairs. Mr. Fish suggested that he prepare additional figures and information for the September Trustees' meeting.

Additional information for Sept. meeting.

DATE OF NEXT MEETING

NEXT MEETING.

Tuesday, September 6, 1977, was agreed upon as the date for the next meeting of the Board of Library Trustees.

The meeting was adjourned at 12:10 a.m.

ADJOURNMENT.

Respectfully submitted,

Jean McIntyre Hodgkins

Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

Esther McQuaid
Library Director

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MINUTES OF THE SPECIAL MEETING

# of the

BOARD OF LIBRARY TRUSTEES

September 7, 1977

ATTENDANCE

The Board of Library Trustees met for a special meeting in the Director's Office on the evening of Wednesday, September 7, 1977. Mr. George Remmert; Mrs. Bette Pinckney; Mr. John Doyle; Mr. James Fish, Library Director; and Mrs. Jean Hodgkins, Assistant Librarian, were present. Mr. Doyle, Chairman of the Board called the meeting to order at 7:45 p.m.

OLD BUSINESS

OLD BUSINESS

Flansburgh Associates

Discussion re Flansburgh about building plans.

The primary purpose of the meeting was to talk with Mr. Earl Flansburgh of Flansburgh Associates concerning the work done by that firm on preliminary plans for an addition to the present building. The discussion prior to Mr. Flansburgh's joining the meeting emphasized that the firm had not been fully responsive to requests from the Trustees in its plans. Discussion further indicated that at the time the present work was commissioned, it was felt that plans would have to be completed in a very short time; the Flansburgh firm had been chosen for this phase of the work because they had done the 1973 program.

Discussion with Earl Flansburgh.

Mr. Flansburgh joined the meeting at 8:00. He indicated a desire to do the project and address concerns of the Trustees. He compared program square footage with actual square footage and reviewed some of the difficult areas where decisions had been made which might be changed with further consultation. He emphasized the willingness of his firm to adjust to the Trustee's wishes. Mr. Doyle observed that the Trustees felt there had been too many discrepancies and a basic philosophical difference, and the Trustees were looking for a severance of the relationship. Mr. Flansburgh replied that he would like a couple of weeks to deal with concerns and get a clearer direction from the Trustees. Mr. Remmert asked that the Trustees be given a chance to discuss the matter, and Mr. Flansburgh withdrew from the meeting.

Mr. Remmert asked whether the problem was a question of communication or philosophy. Mrs. Pinckney reported on her informal review of projects where Flansburgh had been the architect. A general observation drawn from this review was that the firm seemed to lack understanding of the basic function of the building; for example, lack of understanding of how high school students move resulted in a poorly planned corridor. Mr. Fish suggested that the Trustees explain to the firm, first, that there was now a completely new process going on since the postponement of the application for funds and the involvement of the Building Committee and second, in view of the change in circumstances, and the fact that much (if not all) of the firm's work would probably have to be redone, it would make sense not to have Flansburgh do any more.

Discussion about Flansburgh continued.

When Mr. Flansburgh rejoined the group, he asked if half the bill could be paid in the immediate future. The Trustees voted to pay this amount, $2,250. Mr. Flansburgh reiterated his intention to work further on the plans. After he had left the meeting, it was agreed that Mr. Doyle should speak with Mr. Flansburgh and ask him to resubmit the bill as soon as Mr. Doyle had talked with absent members to confirm that the Board would maintain its position that it did not want to do further business with their firm.

Mr. Flansburgh rejoins group.

VOTED: to pay $2,250 to Flansburgh, Asso.

NEW BUSINESS

NEW BUSINESS:

Books to Friends of the Library

Mr. Fish explained that the Friends of the Library were planning to have their annual booksale on Saturday, September 10, in conjunction with Arlington Day. If Library discards were to be sold, it would be necessary for the Trustees to vote to give the books to the Friends. Mr. Remmert made a motion to this effect, and Mrs. Pinckney seconded it; the motion passed.

VOTED: to give discarded books to Friends of the Library book sale.

Cardio-Pulmonary Resuscitation Training for Staff

Mr. Fish told the Trustees of his desire to see some staff trained by Symmes Hospital in the CPR technique recently featured in the Advocate. At a charge of $8 per person, he recommended up to 12 staff be trained. The cost for this training would need to be taken from trust funds. Mrs. Pinckney moved that the cost for the CPR training for staff be taken out of trust funds, and Mr. Remmert seconded the motion. The motion passed.

VOTED: to pay for cost of CPR training from Trust Funds.

COMMUNICATIONS

COMMUNICATIONS:

Mr. Doyle read to the group the letter of resignation from Mrs. Emily Farnsworth, Assistant Young Adult Librarian. She is leaving to accept a position in Adult Reference at Brookline Public Library. Mr. Fish also told the Board of the letter from Mrs. Durgin confirming that she would retire in October when she reached mandatory retirement age. The Trustees asked to be notified of any staff social function to be held for either

Resignation of Emily Farnsworth

Retirement of Edythe Durgin.

staff member.

Budget Planning.

Mr. Fish told the Trustees that there was no calendar yet for the budget and explained the process he was using with the Department Heads. The meeting to discuss the budget is tentatively scheduled for September 20.

Adjournment

Mr. Remmert moved that the meeting be adjourned and Mrs. Pinckney seconded the motion. The meeting was adjourned at 10:00 p.m.

Respectfully submitted:

Jean McIntyre Hodgkins

Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

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MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

October 4, 1977

The Board of Library Trustees met for its regular monthly meeting in the Director's Office on the evening of Thursday, October 4, 1977. Mrs. Janemarie Hillier; Mrs. Bette Pinckney; Mr. James Fish, Library Director; and Mrs. Jean Hodgkins, Assistant Librarian, were present when Chairman John Doyle called the meeting to order at 7:30 p.m. Mr. George Remmert joined the group after the presentation on the status of union negotiations. Mrs. Rosalind Kantrowitz audited the meeting from 8:15 p.m. on.

ATTENDANCE

OLD BUSINESS

OLD BUSINESS

Status of Union Negotiations

Status of Union Negotiations

Miss Maryellen Remmert, Reference Librarian and Vice President of the Professional Librarians Association, had requested an opportunity to report on the status of union negotiations. She joined the group at 7:45 p.m. She reported that the Association had written a letter to the Town Manager indicating a willingness to accept a 3% cost-of-living raise and a 2% merit pay program. The Manager had proposed in turn a 1% cost-of-living raise and a 2% merit pay program, stating that the 35-hour work week could be seen as a raise. Miss Remmert stated that the Association found the proposal unacceptable, and negotiations would go into fact-finding on Friday, October 14. Miss Remmert discussed the premise that the Association members should give up something to get the 35-hour week, questioning strongly whether the support staff got different cost-of-living raises or reduced benefits when they went from a 38-hour to a 35-hour week. In response to a question, Miss Remmert stated that she, Grace Greene, and Pat Peterson were serving as the negotiators for the Association. She further pointed out that the contract would be retroactive to July 1, 1977, and each member of the Association would have worked at least 42 hours more than required by the contract. She indicated the possibility that the group would be willing to forego compensation

Presentation by Miss Remmert.

Requests to Town Hall.

Manager's Request.

Fact-finding.

for this time in return for the desired 3% cost-of-living, 2% merit pay package. Miss Remmert left the meeting after her presentation.

MINUTES

MINUTES

The minutes of the August 4, 1977, meeting were corrected under "Old Business" on page 2 by adding the sentence, "It was determined that the Board would have a meeting for this purpose the last week of August or the first week of September." Mrs. Hillier moved that the minutes be approved as corrected, Mrs. Pinckney seconded the motion, and the motion passed.

Corrections of August 4, 1977.

Moved and passed.

The minutes of September 7, 1977, were corrected on page 2, paragraph 2, so that it read, "After he had left the meeting it was agreed that Mr. Doyle should speak with Mr. Flansburgh and ask him to resubmit the bill as soon as Mr. Doyle had talked with absent members to confirm that the Board would maintain its position that it did not want to do further business with their firm." Mrs. Pinckney moved that the minutes be approved as corrected, Mrs. Hillier seconded the motion, and the motion passed.

Additions of September 7, 197

Motion passed.

COMMUNICATIONS

COMMUNICATIONS

Mr. Doyle reported that there was a letter from Mr. Earl Flansburgh of Flansburgh Associates with an accompanying invoice for $3,000 for the firm's work on the preliminary plans for the building. The letter voiced some of Mr. Flansburgh's concerns about the situation and stated that the $3,000 would be full settlement for the bill.

Letter from Earl Flansburgh re settlement.

OLD BUSINESS (continued)

OLD BUSINESS

The group then moved into discussion of the bill under Old Business. Mr. Doyle suggested that a check for the sum of $3,000 be sent to the firm with an accompanying letter emphasizing that the payment was in full and final settlement. Mr. Remmert made a motion to that effect, and Mrs. Pinckney seconded the motion. In response to a question from Mrs. Hillier, the group confirmed that Mr. Flansburgh had been made aware that the process of selecting an architect no longer rested with the Trustees. The motion proposed by Mr. Remmert was passed.

Discussion of Flansburgh bill.

Motion passed to approve $3,000 final payment.

COMMUNICATIONS (continued)

COMMUNICATIONS

Mr. Fish told the group of the invitation to the open house at the First Parish Unitarian Universalist new Fellowship House.

Invitation by First Parish to open house.

NEW BUSINESS

NEW BUSINESS

NEW BUSINESS

FY79 Budget Request

FY79 Budget Request

The budget discission began with Mr. Fish's presentation concerning the preliminary budget he had prepared for the Trustees. The purpose of this approach was to provide a planning and learning tool for all concerned; he stated that it would probably take three years to reach the point where everyone knew enough about what was happening in the system to be comfortable with this process.

Presentation by James Fish, re preliminary budget.

Mr. Fish listed several "givens" in preparing this budget:

Budget assumptions:

1. The personnel figures were "hold the line" figures; no increase in personnel, with the exception of some page time, would be recommended until a job analysis had been completed;

1.No personnel increase.

2. Personnel figures include a 3% cost-of-living raise for the current fiscal year, even though the Town has not reached agreement with the Unions on any figure; (In response to a question, Mr. Fish explained that the merit pay plan is a separate article for the entire Town.)

2. 3% cost-of-living increas

3. Page wages are figured at the new minimum wage, \$2.65, and college students at \$3.00 per hour;

3. Higher minimum wage for pages & col.stu.

4. Capital outlay includes any furniture or equipment over \$100, and any non-regular maintenance or refurbishing expense over \$100;

4. Capital outlay minimum.

5. The major emphasis of the budget is on increasing the number of books the library is getting.

5. Priority of increased # of books ordered.

Mr. Fish also raised some questions that were not resolved in the preliminary budget: whether the library should pursue work study or Northeastern cooperative students; the advisability of refurbishing the Main Library when the question of a new addition was not answered; the strategies to be used in the budget process.

Questions still unresolved.

Mr. Fish also explained the format of the preliminary budget. Each department had a section dealing with goals, general objectives, and specific objectives for FY79. Each department had figures for appropriate line items at Level 1, Level 2, and Level 3. Level 1 represented essential minimum services; Level 2 represented some expansion to meet perceived needs; and Level 3 represented "realistic blue sky".

Format of preliminary budget.

General discussion of the format and approach took place before discussion of each departmental budget. Points explored included:

Discussion of format and approach.

Discussion of format and approach *re* preliminary budget.

1. the reflection of departmental priorities at Levels 1, 2, and 3;

2. the relationship between the departmental objectives and the dollar amounts;

3. the question of how to use this kind of budget in the entire budget process;

4. the question of having figures for previous years for each department's line item: how this might help gain perspective, the need to take a fresh look at what a department needs to operate , and the difficulty of getting the figures in some areas;

5. how figures were derived;

6. whether there should be a line-by-line review of each department's budget;

7. whether capital outlay should focus on building repairs or include equipment items.

Line-by-line review of departmental budgets:

It was agreed to proceed with a line-by-line review of each departmental budget.

Administration:

Administration

The group selected Level 1 expenditures for all items except 1375 and Capital Outlay. Level 3 was selected for 1375, and Level 2 for Capital Outlay. The last two choices reflected a feeling of urgency concerning the need for staff continuing education and the need for getting sign lettering equipment to proceed as quickly as possible with improving directional signs in the Library.

Art & Music:

Art and Music

Discussion of cassettes.

Level 1 expenditures were recommended for all items in this budget. There was some discussion about whether the Library had had a Museum of Science membership in the past; it was generally agreed that the present cost of $250 made it prohibitive for the Library at this time. Discussion of cassettes, considered desirable but not essential, raised the question of cooperating with the School Department on audiovisual resources. Mr. Fish agreed that this should and would be explored.

Circulation:

Circulation

Level 1 expenditures were recommended for all items except 1250 and personal services. It was decided that the Level 2 figure for Library supplies (1250) actually represented minimal expenditures since the laminating is essential for some of the Historical Room projects. In personal services, it was decided that the Level 2 expenditures which included an increase in page hours

was desirable in order to eliminate use of regular staff time on some activities which could be accomplished by pages.

Dallin Branch

Dallin Branch

Level 1 expenditures are recommended for all items in this budget. There was some discussion about the necessity for separate record collection in the branches. Mr. Fish felt that these were popular items and should be increased, but there was some question whether the same objective could be accomplished with a centralized children's record collection. Mr. Fish agreed to explore this question.

Level 1 expenditures.

Discussion of record collection.

The budget discussion was suspended at this point.

Trust Funds Annual Report

The trust funds annual report was distributed to the Trustees.

Trust Funds Annual Report distributed.

Director's Report

The Director's report was distributed to the Trustees. With this, he included a copy of the Town's compensation plan, based on the 3% cost-of-living raises which are not yet in effect. There was also some minor discussion about the new magazine rack in the Junior Library.

Director's Report distributed.

Next Meeting Date

It was agreed that the next meeting would be Thursday, October 13 at 7:30 p.m. in the Director's Office.

Next meeting date set.

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Jean McIntyre Hodgkins

Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

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MINUTES OF THE MEETING
# of the
BOARD OF LIBRARY TRUSTEES
October 13, 1977

The Board of Library Trustees met for a special meeting in the Director's Office on the evening of Thursday, October 13, 1977. Mrs. Janemarie Hiller; Mr. George Remmert; Mr. James Fish, Library Director; and Mrs. Jean Hodgkins, Assistant Librarian, were present when Chairman John Doyle called the meeting to order at 7:45 p.m. Mrs. Bette Pinckney joined the meeting a little later.

ATTENDANCE

COMMUNICATIONS

COMMUNICATIONS

Quilting Association Use of Fox Branch

Mr. Doyle told the group of a letter from a quilting association requesting the use of Fox Branch. He explained the group met all the requirements except that it charged admission to its meetings. After some discussion, it was agreed to send a copy of the regulation to the group and see if there is a way for them to adjust to the Library's requirements.

Request by Quilting Asso. to use Fox.

Chamber of Commerce Dinner

Mrs. Hillier told of a letter from the Chamber of Commerce inviting the Trustees to buy tickets to the dinner on October 28 for the Citizen of the Year awards.

Invitation to Chamber of Commerce Dinner.

OLD BUSINESS

OLD BUSINESS:

FY79 Budget Request

FY79 Budget Request.

The primary purpose of the special meeting was to continue the discussion of the FY79 budget request. Before resuming discussion of departmental budgets, Mr. Fish presented some additional material put together since the last Trustees' meeting. A chart demonstrated graphically the relationship between escalating book prices and declining acquisitions of books. Sheets

Presentation by J. Fish of graphs depicting prices/acquisitions of books.

listing Level 1 Capital Outlay Requests and breaking down books and manuals requests was also distributed.

Fox Branch

Fox Branch:

Level 1 expenditures were recommended for all items in this budget. There was more discussion of the separate record collection for branches. The question of separate newsletters for different areas of the Library was also discussed; it was agreed that the decision of where to place these items in the budget should be made by the Director.

Junior Library

Junior Library:

Level 1 expenditures were recommended for all items in this budget; the magazine rack was deleted since the Junior Library has already acquired one. Discussion included the desirability of the toy collection and the advisability of painting and area rugs.

Maintenance

Maintenance:

Level 1 expenditures were recommended for all items in this budget. Discussion of whether to replace the mimeograph machine concluded by deciding to include the maintenance contract in the request.

Reference

Reference:

Following considerable discussion, it was agreed to recommend the Level 2 expenditures for books and manuals and Level 1 for all other items. Mr. Fish pointed out that the microfilm figure should be at least $900, based on current expenditures. During the discussion of this budget, the Trustees and the Director reiterated their conviction that the book budget was the most important item in the budget and should be defended to Town Meeting floor if necessary.

Sundays

Sundays:

Level 1 expenditures were recommended for this budget.

Technical Services

Technical Services:

Level 2 expenditures were recommended for item 1250, Library supplies, in order to provide card reproduction consistent with book purchases. All other items were recommended at Level 1.

Young Adult

Young Adult:

Level 1 expenditures were recommended for all items in this budget.

It was agreed to meet again on October 25 to discuss philosophical questions about the Library's direction, the final form

for the budget, and the approach to the remainder of the budget process.

Meeting October 25 to discuss philosophy of library's direction.

Mr. Fish reviewed the items that needed work before the next meeting: the windows at Fox, the gold leaf on the Reference Room dome, postage, custodial supplies, and personnel expenses. It was agreed that the present salary scale should be used in computing personnel expenses.

Review of items needing work prio to next meeting.

The meeting was adjourned at 10:00 p.m.

ADJOURNMENT

Respectfully submitted,

Jean McIntyre Hodgkins

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Assistant Librarian

JMH:jya

b book

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MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

October 27, 1977

The Board of Library Trustees met for a special meeting in the Director's Office on the evening of Thursday, October 27. Mr. James Earls; Mrs. Janemarie Hillier; Mrs. Bette Pinckney; Mr. James Fish, Library Director; and Mrs. Jean Hodgkins, Assistant Librarian, were present when chairman John Doyle called the meeting to order at 7:45 p.m.

Those present.

MINUTES OF PREVIOUS MEETINGS

MINUTES OF PREVIOUS MEETINGS

After some discussion of the October 4 minutes, Mrs. Hillier moved that they be approved. Mrs. Pinckney seconded the motion, and it was passed.

October 4 minutes approved.

Mrs. Pinckney moved that the minutes of October 13 be approved, and Mrs. Hillier seconded the motion. The motion passed.

October 13 minutes approved.

COMMUNICATIONS

COMMUNICATIONS:

Mr. Doyle read the letter from the Quilters Guild which had been discussed at the October 13 meeting. The Guild requested permission to use Fox Branch Library but indicated an intention to charge admission fees to non-members. Following discussion, Mr. Earls moved that the Director notify the group that, in view of the fact that charging fees violated the regulations for use of the room, the Trustees could not offer the facilities to the Guild. Mrs. Pinckney seconded the motion, and it was passed.

Request from Quilters Guild to use Fox Meeting Room.

Request denied because of fee charged.

OLD BUSINESS

OLD BUSINESS:

Status of Negotiations with the Professional Staff Association

Union negotiations with Professionals.

Mr. John Maher, Assistant Town Counsel, joined the meeting

at 8:00 p.m. He had come to the meeting to bring the Trustees up-to-date on the status of union negotiations with the Professional Librarians' Association. Mr. Earls moved that the meeting go into Executive Session to discuss collective bargaining strategy; Mrs. Hillier seconded the motion. Chairman John Doyle polled the members of the Board; each member voted to go into Executive Session.

Mr.Maher joins meeting re negotiations.

VOTED to go into Executive Session.

At 8:05 p.m., the meeting adjourned into Executive Session. At 10:25 p.m., the public meeting was resumed.

Resumption of Public Meeting.

Budget

Budget: general discussion

Some general discussion of the budget had been held prior to the discussion of union negotiations. Mr. Fish explained that he had been told he might meet with the Manager on Friday, October 28. The Assistant Town Manager had said that the forms would be handed out after that meeting.

The Trustees reviewed the list of Capital Outlay expenditures and line item budget comparisons which had been prepared based on recommendations voted in the two earlier October meetings. Mr. Doyle asked the Trustees whether they were committed to supporting these figures. Mrs. Hillier expressed a desire to review the Capital Outlay figures, but indicated a general support of the figures based on earlier discussions. Mrs. Pinckney stated that as she had indicated in earlier meetings, she was not in favor of these budget figures. She stated that her detailed budget analysis and suggested revision which she distributed to and discussed with Board members is the basis for her preference that the budget figures be cut back; she further stated that she was only one member of the Board. Mr. Doyle reported that Mr. Remmert had indicated over the telephone a willingness to support the book budget figures.

Review of Capital Outlay expenditures.

Discussion of budget.

OTHER BUSINESS

OTHER BUSINESS:

Mr. Fish presented the request by Mr. James Forte and Mrs. Barbara Allen that the Board contribute $250 toward the purchase of a new addressograph machine for the Concert Series. The Series would pay $100 out of its current budget. The present machine is beyond repair. Mr. Earls moved that the Board contribute $250 to this purpose; Mrs. Hillier seconded the motion; and the motion passed. Mrs. Pinckney abstained on this vote. She stated a preference for more systematic planning for the use of Trust Funds.

Request by J. Forte and B. Allen for new addressograph for Series. VOTED to contribute $250.

NEXT MEETING DATE

It was agreed that the next meeting would be at 7:30 p.m. in the Director's Office on Tuesday, November 15, 1977. Mr. Doyle asked that the Trustees give thought to their time and commitments before that date so that a new Chairman could be chosen.

Next meeting November 15.

Consideration of new chairman.

Mr. Earls moved that the meeting be adjourned; Mrs. Hillier seconded the motion, and the motion passed. The meeting was adjourned at 11:05 p.m.

VOTED to adjourn.

Respectfully submitted,

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Assistant Librarian

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MINUTES OF THE EXECUTIVE SESSION

of the

BOARD OF LIBRARY TRUSTEES

October 27, 1977

Those present.

The Executive Session was called at 8:05 p.m. to discuss collective bargaining strategy. Mr. James Earls; Mrs. Janemarie Hillier; Mrs. Bette Pinckney; Mr. James Fish, Library Director; Mrs. Jean Hodgkins, Assistant Librarian; and Mr. John Maher, Assistant Town Counsel, were present, and Chairman John Doyle.

Collective Bargaining Strategy.
Mr. Maher: 35-hour work week.

Mr. Maher reviewed the progress of negotiations since he had last met with the Trustees. He stated that the major issue had been the 35-hour work week and the salary increase. The Manager had resisted the reduction in work hours on the theory that the extra vacation compensates for it. The Association disagreed with this assumption and summarized its position in a letter of August 16. Mr. Maher summarized the Manager's original salary offer of 3% cost-of-living and 2% merit; the merit would probably be based on a management-by-objectives concept.

Mr. Maher: remaining issues to be settled.

Mr. Maher explained that following mediation the two major issues still existed. After mediation, Mr. Maher said that in a conversation between him and Maryellen Remmert, she had stated that the Association would accept the 3% salary package if the work hours were reduced. He explained that there had been a basic misunderstanding. He thought she meant 1% cost-of-living and 2% merit increase, and she thought he meant 3% cost-of-living, 2% merit increase. Based on Mr. Maher's understanding of Miss Remmert's statement and the Director's assurance that the public service desks could be covered with a 35-hour work week, the Manager agreed to the 35-hour work week.

Misunderstanding regarding agreement.

When both sides learned of the misunderstanding, they found there was no agreement. The Association felt the 1% and 2% proposal was unacceptable, and the Manager felt he could not agree to both the 35-hour work week and the 3% and 2% package.

Fact-finding.

Mr. Maher explained that fact-finding was to take place Monday, October 31 and that there is no binding arbitration for this group. He said that he had pointed out to the Mana-

ger that the finding was not likely to be beneficial to the Town but this had had no impact on the manager. In response to a question, Mr. Maher stated that his research corroborates the salary information in the Association's August 16 letter, which he then read to the Board. Mr. Maher stated that he had met with the Association two weeks earlier and explained that fact-finding could be expensive, but the group had voted to go ahead. Mr. Maher said his basic argument would be that Arlington could not afford the pay increase.

Mr.Maher re fact-finding.

In response to questions, Mr. Maher said that if the work week were reduced, the Town's position would be that it was effective as of the date of the agreement, not retroactive to July 1. He also said the law provided that the fact-finding fee be split. He also explained that the Manager had a feeling of firmness toward Unions, that the Association could not expect to get everything it wanted at one time, that the reduction of hours was a major detriment and they should be willing to settle. There was also the possibility of a feeling that since Local 680 has not settled, settling with the Association might affect their demands.

As a point of information, Mr. Maher told the Trustees that a new labor union for middle management was trying to form. The National Association of Government Employees is the group trying to organize. The Association and the Town had agreed that five professionals in Town, including the Director and Assistant Librarian, could vote whether to be included in the election. If included, they would then be covered by the vote of the larger group. Concern was expressed by the Director and the Trustees about why the Director was included in the group since he is a Department Head and, therefore, top management. Mr. Maher emphasized that there was no conscious decision by the Manager's Office to place the Director in that group, but that that was how the "consent decree" had come back.

Mr. Maher: new labor union for middle management

In response to a question, Mr. Maher said that the Trustees were not expected to take a stand on the issue. He reiterated that the reduction in work hours had been a major point to concede and it was only the Director's assurance that it would not harm public service that had persuaded the Manager to grant that. Mr. Fish spoke of the high turnover rate in the LS-2 positions and his conviction that salaries should be raised $1500 across the board.

Mr. Maher: Trustee position

Mrs. Pinckney asked whether it would be helpful in the future for the Trustees to prepare a position paper to be submitted privately to the Manager. Mr. Maher felt such a paper would be helpful to him. Mr. Maher left the meeting at this point.

Discussion ensued about whether the Trustees should take a position in this case. The Trustees concluded that a pri-

vate letter could be sent from the chairman apprising the Manager of the Trustees' position. Further discussion of such a letter produced agreement on the following points to be made:

Position letter from Trustees.

1. the letter is a private communication;
2. the Trustees understand the two positions are close together at this point;
3. the Trustees hope their opinion will be of some assistance;
4. the Trustees support the 35-hour work week;
5. the Trustees want to see equity between the professionals and non-professionals;
6. the Trustees want this Library to be competitive in working conditions with other libraries;
7. the Trustees would like to see language in the contract emphasizing service and the maintenance of high standards of professionalism and commitment;
8. the salary base for the Library is already crippled in comparison with other communities, weakening the Library's chance to attract and keep qualified staff.

PROFESSIONAL LIBRARY ASSISTANT I, ART & MUSIC

Situation regarding difficulties wit
Prof. Lib.Asst
I in Art&Musi

While the meeting was still in Executive Session, Mr. Fish apprised the Trustees of the situation with the Art and Music Professional Library Assistant I who was hired in March of 1977. He explained that based on this staff member's performance during the probationary period and the various discussions he and the Department Head had had with the staff member during that time, Mr. Fish had asked the Assistant for his resignation. The staff member had initially agreed to this resolution of the situation and then had changed his mind. Mr. Fish reported that the Manager was aware of the situation and had promised to discuss it with the Director the week of October 31. Mr. Fish noted that there was a great deal of material illustrating this employee's difficulties with his job.

The executive session was adjourned at 10:25 p.m.

Respectfully submitted,

Jean McIntyre Hodgkins

Jean McIntyre Hodgkins
Assistant Librarian

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black book)

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MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

November 15, 1977

THOSE ATTENDING.

The Board of Library Trustees of the Robbins Library met for its regular meeting on the evening of Tuesday, November 15, in the Director's Office. Mrs. Bette Pinckney; Mr. George Remmert; Mr. James Fish, Library Director; and Mrs. Jean Hodgkins, Assistant Librarian, were present when Chairman John Doyle called the meeting to order at 7:30 P.M.

MINUTES OF PREVIOUS MEETINGS:

MINUTES OF PREVIOUS MEETING.

October 27 corrections.

There were two corrections on page 2 of the minutes of the general meeting on October 27, 1977. Mrs. Pinckney moved that the minutes be approved as corrected and Mr. Remmert seconded the motion; the motion passed.

Executive Session Minutes tabled.

The minutes of the October 27, 1977, Executive Session of the Board of Trustees were tabled until the next meeting. As Mr. Remmert does not wish to be involved with any matters relating to the Professional Association negotiations, there were not enough Board members present to approve the minutes. Mr. Doyle pointed out that his name had been omitted from the list of those present.

COMMUNICATIONS

COMMUNICATIONS

Resignation of Professional Library Assistant I, Art and Music Department

Resignation of Prof. Lib. Ass't I in Art & Music.

Mr. Fish reported that there was a letter of resignation

from James C. Foritano, Professional Library Assistant I in the Art and Music Department, effective December 4, 1977. In response to a question, Mr. Fish stated that he had put a letter in Mr. Foritano's personnel file to the effect that there was a possibility of a misunderstanding as to the nature of the duties when Mr. Foritano was hired.

Letter from Dr. Weise re key for cabinet, and discards.

Letter from Print Curator

Mr. Fish turned over to Mr. Doyle a letter from Dr. Weise, the Print Curator, stating her concern over the possibility of the low print case keys breaking off in the lock and asking if the Robbins' will allows for the weeding out of duplicate prints in very bad condition. Her letter assured the Board of her intention to consult with the Fogg Museum before actually discarding any materials. After some discussion, Mr. Fish agreed to call in a locksmith to look at the cases, including the question of whether a knob could be put on the cases to facilitate their opening. He also agreed to investigate the will provision, although there was a feeling by the Board that the question had been explored previously and the will did not allow discarding.

OLD BUSINESS:

OLD BUSINESS

Proposal from J. Forte re archives of American Music

Robbins Library archives of American Music Proposal

Mr. Fish informed the Trustees that Mr. James Forte had asked that a decision be made about whether to go ahead with the proposal for Robbins Library to become the depository for works of contemporary composers. He stated his opinion that if a decision must be made now, he could not recommend that it be pursued at this time. At Mrs. Pinckney's request, Mr. Doyle reviewed some of the past Board discussion. It was felt there were problems in staff time, space, filing cabinets, copyright, and the orientation of the project to a concept not involved with local concerns. These concerns had been balanced against the knowledge that no institution was collecting the works of contemporary composers. After further discussion, Mr. Remmert moved that the Board reject the proposal that the Library become the depository for works of contemporary composers. Mrs. Pinckney seconded the motion, and it was passed.

VOTED: to reject proposal.

Trust Funds Audit.

Need to revalue investments.

Trust Funds Audit

Before signing the Trust Funds audit, there was some discussion about how the investments should be valued. Mr. Doyle expressed concern that some of the investments seemed overvalued. Mr. Remmert suggested that they be valued at current market value or purchase price, whichever is lower. Mr. Doyle also indicated he had written for information which should be helpful in better management of trust funds.

During this discussion, concern over the amounts of withdrawals

from Trust Funds was expressed. The withdrawals were not signed, and Mr. Doyle said he would contact Lillian Weyhe of the Treasurer's Office.

Withdrawals from Trust Funds.

Mr. Fish also agreed to have Mrs. Terzian prepare a list of Concert Series payments this year from the General Income funds, subtract the amount from the $4,000 voted to support the Series, and transfer the net figure to the separate Concert Series fund.

Report on FY 79 Budget Request

FY79 Budget Request Report.

Mr. Fish presented his status report on the FY 79 Budget Request. He explained that at the Manager's instructions some changes in approach had been made: the chemical cleaning was taken out of the request and would be in a separate warrant article; the page and college student salary increases would be put in the warrant article for salary increases; personnel figures for the current year should include the proposed 3% increases. The Manager had then asked the Director to prepare three different budgets: Plan A, as recommended by the Board with a 7.9% increase; Plan B, with a 5% increase; and Plan C, with no increase. This request was a modification of the original request to present a 5% increase, no increase, and 5% decrease.

Plan A as submitted included all the items voted by the Trustees. Plan B contained some reduction in books and records, and a small reduction in capital outlay. Plan C reduced capital outlay to only the typewriter, the van, and the vacuum cleaner; eliminated Sundays; and cut the book budget by $37,000. Mr. Fish said the three plans provide some clear choices for the Town to make in terms of book budgets. Mr. Fish had also prepared graphs illustrating book price increases and decreasing books purchased. The Manager appeared to favor Plan C, although he did not like eliminating Sunday openings and repeated feelings expressed last year that staff could be rearranged. Mr. Fish had pointed out the difficulties in such arrangements due to current Union contracts. There had been some discussion about negotiating personnel for book budget increases, but the Director was unwilling to make any personnel cuts until after the job analysis had been completed. Mr. Fish pointed out that in the end, the constituency would have to decide what kind of library it wants. The Manager had informed Mr. Fish that he would be available on Friday, November 18, at 9:00 a.m. to discuss the budget with the Trustees if they wished to do so. None of the Trustees present were available at that time, so a meeting will not take place.

Fact-Finding

Fact-finding meeting October 31.

Mr. Fish reported that Fact-Finding had been held on Monday, October 31. He had attended for informational purposes. No report had been issued yet.

NEW BUSINESS

NEW BUSINESS:

Selection of new Board chairman.

There was some general discussion about the election of a new Board Chairman. It was agreed to postpone the election until the next meeting when a full Board could be present.

DIRECTOR'S REPORT

DIRECTOR'S REPORT.

The Director distributed his report of activities for the first six months of his tenure. He also raised a few items which needed discussion.

Discussion re possible "intern" position in Art & Music

The question of how the LS-1 position in Art and Music should be filled was discussed. Mr. Fish proposed making it an "intern" position where a graduate library school student from Simmons might be hired for a definite length of time. Discussion ensued over the values of this type of arrangement versus hiring someone local who would then be encouraged to go to library school and stay with the system. At the conclusion of the discussion, it was agreed that Mr. Fish would pursue the "intern" concept for the position.

VOTED: Approval for making two grant applications.

Mr. Fish sought approval of the Board to pursue applications for two Library Services and Construction Act grants through the Massachusetts Bureau of Library Extension. The first grant is for collection development in connection with the Community Health Information Network in which Robbins Library is already participating. The second grant is for materials to support the initiation of an inter-generational program for young adults and senior citizens. Mr. Remmert moved that the Board approve application for the two grants. Mrs. Pinckney seconded the motion, and it was passed.

Staff Christmas party.

Mr. Fish reported on his talk with staff about a Christmas Party to be given by the Trustees. He noted that the staff were very appreciative of the Trustees' desire to provide some recognition of the staff. They had expressed a desire that the party, if held, be outside the Library, and to be allowed to bring guests, emphasizing their willingness to pay for the guests. After considerable discussion about various alternatives, Mrs. Hodgkins volunteered to work with Mrs. Hillier to see whether this kind of party was feasible. The Trustees agreed to pay up to $500 for such a party, also noting the figure could be adjusted.

Restrooms painted, kept locked.

Mr. Fish informed the Trustees that the rest rooms had been painted, and would be kept locked. Patrons would be asked to leave library cards at the Circulation Desk.

NEXT MEETING DATE

Next meeting December 6.

The next meeting of the Board was set for Tuesday, December 6, 1977, in the Director's Office.

Mr. Remmert moved that the meeting be adjourned; Mrs. Pinckney seconded the motion, and it was passed. The meeting was adjourned at 9:50 p.m.

VOTED to adjourn.

Respectfully submitted,

Jean McIntyre-Hodgkins/jya

Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

January 10, 1978

The Board of Library Trustees of the Robbins Library met for its regular meeting on the evening of Tuesday, January 10, 1978, in the Director's Office. Chairman John Doyle called the meeting to order at 7:40 p.m. Present at the meeting were Mrs. Janemarie Hillier; Mrs. Bette Pinckney; Mr. George Remmert; Mr. James Fish, Library Director; and Mrs. Jean Hodgkins, Assistant Librarian.

THOSE ATTENDING.

MINUTES OF PREVIOUS MEETING

There was one correction to the minutes of November 15, 1977. Mrs. Pinckney moved that the minutes be approved as corrected; Mr. Remmert seconded the motion, and the motion passed.

CORRECTION OF NOVEMBER 15, 1977 MINUTES.

COMMUNICATIONS

COMMUNICATIONS:

Mr. Doyle reported that he had received a letter from a financial management firm in response to his inquiry about trust funds, but that he was not ready to report to the Board.

Letter from financial management firm re trust funds.

A letter was read from the Selectmen informing the Board that a warrant would be drawn on January 17 for the Town Meeting beginning on March 20. This item was deferred to "New Business."

Letter from Selectmen re warrant for March 20, 1978, meeting.

A letter from Arlington Alive inviting the Trustees to join this group was also deferred to "New Business."

Invitation to join Arlington Alive.

Mr. Doyle read to the Board a letter from Gladys Terzian requesting that the Board submit a warrant article for Town Meeting to upgrade the classification of her position from Senior Library Assistant, AG-4, to Principal Clerk and Bookkeeper, AG-6. Mr. Fish explained to the Board that there were two ways of accomplishing a position reclassification: (1) to submit the request to the Personnel Board by October; if the Personnel Board approves

Letter from Gladys Terzian requesting reclassification.

the request, it will submit a warrant article to Town Meeting, or (2) to submit a separate warrant article to Town Meeting. After some general discussion of the problems of timing versus the potential merits of the request, it was agreed that such a request would have a much greater chance of success with the Personnel Board support. Therefore, it was agreed not to submit a warrant article at this time but to consider the merits of the request in the Spring well in advance of the October deadline for the Personnel Board.

OLD BUSINESS

OLD BUSINESS:

Concert Series Fund

Concert Series Fund:

Discussion re transfer of $2,742.09.

There was some discussion over the transfer of $2,741.09 from the General Income Fund to establish a separate Concert Series Fund. The sum represented the difference between the $4,000 voted by the Trustees and the expenditures for the Series up to the date of the transfer. The Director agreed to provide a balance sheet for the next Trustee's meeting.

Trust Funds Audit Report

Trust Funds Audit Report: re Farmer Library Income Fund.

Mr. Doyle spent some time explaining to the Board what he had learned from Ernst & Ernst concerning the Trust Funds Audit Report. The Farmer Library Income Fund is on an accrual accounting system like the rest of the Town, whereas all the rest of the Library Trust funds are on a cash basis. Discussion of alternative approaches to the resulting problems concluded with the Trustees indicating their desire that the Chairman continue to work with the auditors to develop a format useful to the Trustees which would satisfy their requirements.

NEW BUSINESS

NEW BUSINESS:

Art Hanging from Fox

Request by Dr. Wiese re purchase of art hanging from Fox.

Mr. Fish explained that Dr. Wiese, the Art Curator, had taken an art hanging to her home for safe-keeping. In order to insure the hanging, she wanted to buy it from the Library. The question had originally had some urgency because of the availability of a print which could have been purchased by the money Dr. Wiese would have paid for the hanging. Discussion of the hanging raised the question of Board policy concerning the Art Curator. Mr. Fish agreed to review Trustees' minutes and files to provide historical information for Mrs. Pinckney, who agreed to work on a review of the policy for the next Trustees' meeting.

Monthly Information Reports to Board by Director.

Monthly Information Reports to Board

At the Director's request, Trustees discussed the information they would like to receive on a monthly basis concerning Library operations. Various items discussed included: updating on progress toward management objectives; status of expenses and personal services budgets; reference and circulation use statistics; progress reports on changes, special programs, and regular programs; and previews of ideas for the future with opportunities for Trustee input.

Printing Costs for Community/Library Analysis to be paid from Trust Funds.

Printing Costs for the Community/Library Analysis

Mr. Fish requested that the printing of the Community/Library Analysis be funded from Trust Funds. He estimated that 75 copies could be offset printed for $350.00. The advisability of distributing copies to Library Department Heads, Selectmen, and Finance Committee members was discussed. The Trustees indicated willingness to finance the printing of the study although no vote was taken.

Appointment for LS1 Position Internship for Art & Music Department.

Art & Music Assistant Appointment

Mr. Fish informed the Trustees of the appointment of Janice Burke to the LS-1, Professional Library Assistant I, position in Art & Music. The appointment is of an "internship" nature, to last until Miss Burke completes her Master's in Library Science.

Election of Chairman postponed until June. VOTED that John Doyle continue to serve as chairman until then.

Election of Chairman

Following discussion, Mr. Remmert moved that Mr. Doyle continue to serve as Chairman. Mrs. Hillier seconded the motion, and the motion passed. Mr. Doyle expressed his willingness to continue as Chairman until June, thereby allowing the budget request cycle to be handled under the same Chairman. He strongly recommended that a set time for electing a new Chairman be established, suggesting June as the logical time.

VOTED to submit a warrant article for cleaning building exterior.

Warrant Articles

There was some discussion concerning possible warrant articles the Trustees might want to discuss. Mr. Remmert moved that an article be submitted for cleaning the exterior of the building if the Manager's Office is not submitting such an article. Mrs. Hillier seconded the motion, and it passed.

Trustees accept invitation to join Arlington Alive.

Arlington Alive Membership

The Trustees agreed that they would like to accept the invitation to join Arlington Alive. Mr. Remmert moved that

Mrs. Hillier be the Trustees' representative to the group; Mrs. Pinckney seconded the motion, and the motion passed.

VOTED that Mrs. Hillier be the representative.

DIRECTOR'S REPORT

DIRECTOR'S REPORT:

Mr. Fish distributed to the Trustees copies of the new Trustee's Handbook put out by the Massachusetts Library Trustees' Association, a Library Trends article on Library Trustees, and a copy of a Library Journal news article mentioning Arlington's participation in the Community Health Information Network.

Articles distributed.

Drawings showing possible locations for the safety railing on the front steps were distributed. It was decided to have the railings perpendicular to the building front with curving ends which would allow people to go directly from one railing to the next.

Discussion of safety railing on front steps.

Mr. Fish reported that for the month of December there had been a circulation increase in every public service area. He also told of his serving as Santa Claus in the Junior Library.

Circulation increase for December.

Concerning future activities, Mr. Fish mentioned the coming Young Adult program on Karate, the job analysis, and approaching the Friends about "sprucing up" the Young Adult area and Junior Library and financing a published annual report. He also told the Trustees that Mrs. Marie O'Day, Young Adult Librarian, was in the Newton-Wellesley Hospital.

Future activities: Karate Program, job analysis, Friends.

The meeting was adjourned at 11:00 p.m.

Respectfully submitted,

Jean McIntyre Hodgkins

Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

February 28, 1978

The Board of Library Trustees of the Robbins Library met for its regular meeting on the evening of Tuesday, February 28, 1978, in the Director's Office. The meeting was called to order by Chairman John Doyle at 7:50 p.m. Present at that time were Mr. James Earls; Mrs. Bette Pinckney; Mr. George Remmert; Mr. James Fish, Library Director; Mrs. Jean Hodgkins, Assistant Librarian; Mrs. Rosalind Kantrowitz, who was auditing the meeting; and Mr. John F. Crowley from the Arlington Historical Commission. Mrs. Janemarie Hillier joined the meeting at 8:45, and Mr. Earls left the meeting at that time.

Call to order and attendance.

GIFT FROM HISTORICAL COMMISSION

The first item of new business was taken up immediately to allow the guest to go on to another meeting. Mr. John F. Crowley presented the Library with a gift from the Historical Commission of 12 printed items donated by Clarence Frost Peirce, a descendant of Captain Benjamin Locke. Mr. Earls moved that the gift be accepted and Mrs.Pinckney seconded the motion; the motion passed.

Gift from Historical Commission presented by J. Crowley.

MINUTES OF PREVIOUS MEETINGS

Mr. Remmert moved that the minutes of January 10, 1978, be approved; Mrs. Pinckney seconded the motion; and the motion was approved.

Jan. 10 minutes approved.

Mr. Fish reminded the Board that the minutes of the Executive Session of the November 15, 1977, meeting had not been approved. It was agreed to postpone approval of the minutes until the next meeting when the Board would have had a chance to review them.

Nov.15 Executive Session Minutes Postponed.

COMMUNICATIONS

Communications:

Permanent Building Committee

Mr. Doyle read a letter from Arthur Loud, Chairman of the Permanent Building Committee, to the Director concerning the status of the Library's building project. Mr. Fish reported further on a conversation with Mr. Loud, in which he indicated the Permanent Building Committee would be ready to deal with the Library's program at its March 16 meeting. The Trustees were invited to submit a program, suggestions for architects, and an indication of whether Flansburgh Associates should be invited to submit a bid. Mr. Earls stated a willingness to represent the Trustees at a meeting or meetings if his schedule allowed. It was agreed that Flansburgh Associates should not specifically be invited to submit a bid, and that Mr. Fish send Mr. Loud the materials necessary to initiate the process.

Letter from Permanent Building Committee re status of Library Building project.

Trustees invited to submit proposal and suggestions for architects.

Arlington Art Association

Mr. Doyle read a letter from Anthony J. Milici, President of the Arlington Art Association, requesting the use of the Robbins Library Art Gallery from April 17 - May 13, 1978, for the Association's "Gala Members Painting Show," with the reception to be held the evening of April 17. Mr. Fish pointed out that the 17th was a holiday; the Trustees suggested that the Director work this out with the Association. Mr. Remmert moved that the request be approved; Mr. Earls seconded the motion; and it was passed.

Letter from A. Milici, Arlington Art Assocation, re use of gallery for Members Show.

VOTED: to approve use of Gallery.

Resignation of Wilma Hawkins

Mr. Doyle read a letter of resignation from Wilma Hawkins, Reference Librarian, who is leaving because of her husband's imminent graduation and their departure from the Boston area. Her last work day will be April 28, 1978. Mrs. Pinckney moved that the resignation be accepted with regret; Mr. Earls seconded the motion, and it was passed.

Resignation of Wilma Hawkins.

VOTED: to accept resignation with regret.

OLD BUSINESS

OLD BUSINESS:

Community/Library Analysis Printing

Mr. Fish explained that he was asking that Trust Funds be used to print the Community/Library Analysis. Although he did not have official estimates, he was estimating that it would cost about $350 for 75 copies. The Trustees indicated an agreement in principle to this proposal, but requested that some estimates of printing costs be obtained for the

Request for Trust Funds for printing cost.

next Trustee's meeting.

Mr. Fish asked for comments on the final draft of the analysis which was distributed to the Trustees early in February. Discussion followed on the presentation of the material on organization and administration. Although no vote was taken, it was agreed that the analysis represented the Director's assessment of his working environment and should stand as he presented it.

Agreement that report should stand as is.

Building Cleaning/Town Warrant

Mr. Fish explained that following the last Trustees' meeting he had been assured by the Town Manager's Office that cleaning of the exterior of the building would be included as a warrant article submitted by the Selectmen. However, the item was dropped and did not appear in the final warrant; Mr. Fish had not learned this until after the warrant was closed. Following discussion, Mrs. Hillier moved that the item be put back into the Library's budget when the budget is presented to the Finance Committee. Mr. Remmert seconded the motion, and it was passed.

Building cleaning dropped as warrant article.

VOTED: to put cleaning back into budget to be presented to Finance Committee.

Concert Series Funds

Mr. Fish distributed a balance sheet of Concert Series Fund expenditures to date. The balance remaining as of February 28 is $949.66. In response to a question from Mrs. Hillier, Mrs. Hodgkins assured the Trustees that the musicians' fees for the National Library Week concert would come out of the regular Concert Series funds.

Concert Series balance sheet distributed.

Status of Union Negotiations

Mr. Fish told the Board of a recent mediation session as well as the upcoming one on Friday, March 3. The history of the vacation plan for professionals continues to be of interest to both sides of the negotiations and has been researched by both Miss Remmert and the Director. Mr. Doyle asked if the Board could go into Executive Session to discuss labor negotiations. It was decided to do so. Before leaving, Mrs. Kantrowitz filled the Board in on the Association's view of the sequence of events concerning the provision of information on the vacation pay plan history to the Town Manager's Office.

Report by J.Fish re status of union negotiation

Report by R.Kantrowitz re history of vacation plan and the Association's view.

At 9:40 P.M., the meeting went into Executive Session. At 9:55 P.M., the open meeting recommenced and Mrs. Kantrowitz rejoined the group.

Executive Session

Status of Budget Request

Mr. Fish reported that the Finance Committee was inter-

ested in seeing the results of the Job Analysis before it made a recommendation on the Library's budget. He also reported that Mr. Tobey of the Finance Committee had indicated that the Library Subcommittee might want to meet with the Board at the March 7 meeting.

Budget Request delayed pending the Job Analysis. Mr. Tobey might attend March 7 meeting.

NEW BUSINESS

NEW BUSINESS:

National Library Week

Mrs. Hodgkins distributed information on tentative program plans and costs for National Library Week. There was some discussion about the possibility of a future program featuring Eliot Norton. Mrs. Hillier agreed to check out this possibility. Mr. Remmert moved that the Board authorize expenditures of $525 from Trust Funds for National Library Week, as requested. Mrs. Hillier seconded the motion, and it passed.

Report by Jean Hodgkins re program plans and costs for National Library Week.

VOTED: $525 from Trust Funds for N.L.W.

LSCA Grant for Community Health Information Network

Mr. Fish reported that the Library had received a grant of $2,799 from LSCA funds through the Massachusetts Board of Library Commissioners. The grant is for purchase of books, indexes, and periodicals in the health area to back up the Library's participation in the Community Health Information Network. Mr. Doyle as Chairman of the Board, signed the agreement forms.

LSCA Grant of $2,799 for Community Health Information Network.

Trust Funds for Simmons Workshops

Mr. Fish told the Board of two workshops being sponsored by Simmons: one on zero-based budgeting which he would like to attend and one on cataloguing of non-print media which Mrs. Shen and Mrs. Colbert would like to attend. The combined fees for all three to attend would be $115; Mr. Fish asked that Trust Funds be used for this purpose. Mrs. Hillier made a motion to that effect; Mr. Remmert seconded the motion; and it was passed.

Request for Trust Funds for Simmons Workshops.

VOTED: $115 for workshops for J. Fish, S. Shen, and J. Colbert.

Distribution of Discarded Books

Mr. Fish informed the Board of a concern which had reached him that the Library was simply discarding the weeded books rather than donating them to the Town "Paper for Parks" program. He explained that the covers would have to be torn off the books to do that. The Director said that the Friends were willing to sponsor a book sale at the Edith Fox Branch Library during National Library Week, under the chairmanship of Mrs. Sybil Dziewonski. He also asked if the Trustees would

Concern re discarded books.

Books to go to Friends' Booksale during N.L.W.

like to make individual decisions about donating discarded books to the Friends or make it standard procedure to do so. Mr. Remmert moved that it be standard procedure for the Library to give all discarded books to the Friends of the Library. Mrs. Pinckney seconded the motion, and it was passed.

VOTED: that the Library give all discarded books to the Friends.

Treasury Notes

Mr. Doyle reported that he was working with the Treasurer's Office on the purchase of some Treasury notes to increase yield from some of the Trust Funds.

Purchase of Treasury notes.

Policy on Outside Consulting by Director

Mr. Fish explained to the Board that he had been asked to serve as a consultant to the community of Hudson in doing a community/library analysis. He asked the Board to establish a policy on outside consulting by the Director. Following discussion, Mr. Remmert moved that the Board approve of outside consulting by **Mr. Fish** provided such activities do not interfere with the proper discharge of his duties at Robbins Library and provided the Director notifies the Board when he undertakes an assignment. Mrs. Hillier seconded the motion, and the motion passed.

Request by J. Fish to do outside consulting.

VOTED: to approve outside consulting by Library Director with prior notification.

Application to Council on Arts & Humanities for Concert Series

Mr. Fish told the Board that Mr. Forte and Mrs. Allen had prepared an application for a grant of $15,566.77 from the Council on Arts & Humanities for the Concert Series. The application had been prepared at the last minute since Mr. Forte said he had been given incorrect information about the filing date. Therefore, Mrs. Hillier had signed the application for the Trustees.

Application to Council on Arts & Humanities by J. Forte & B. Allen.

Trust Funds Security Deposit Box

Mr. Doyle explained the need for new signatures for the Trust Funds Security Deposit Box. It was agreed that Mr. Earls and Mr. Doyle would put their signatures on the card.

Need for new signatures of Security Box card

DIRECTOR'S REPORT

Director's Report

The Director verbally reviewed his written report of January highlighting the recent increases in Circulation, the changes in the Browsing Area including the plants furnished by Trust Funds, and the balance sheet for expenditures where buildings and grounds money was especially short. He also asked for a Trustee to work with him on a materials selection policy, and Mrs. Hillier volunteered for this task.

Request for someone to work on materials selection policy. Mrs. Hillier volunteere

NEXT MEETING

It was agreed to meet again on Tuesday, March 7, 1978.

Next meeting on
March 7, 1978.

ADJOURNMENT

Mr. Remmert moved that the meeting be adjourned; Mrs. Hillier seconded the motion, and it passed. The meeting was adjourned at 11:35 P.M.

VOTED: to adjourn.

Respectfully submitted,

Jean McIntyre Hodgkins (jya)

Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE EXECUTIVE SESSION

of the

BOARD OF LIBRARY TRUSTEES

February 28, 1978

The Executive Session was called to order at 9:40 P.M. by Chairman John Doyle; the purpose of the session was to discuss collective bargaining strategy. In addition to the Chairman, Mrs. Janemarie Hillier; Mrs. Bette Pinckney; Mr. George Remmert; Mr. James Fish, Library Director; and Mrs. Jean Hodgkins, Assistant Librarian, were present.

In response to a question from Mr. Doyle, Mr. Fish said that Mr. Maher, Assistant Town Counsel, did not have authorization to deviate from the position approved by the Manager during the mediation sessions.

Mr. Doyle raised the question of whether a Trustee's attendance at the mediation session would be helpful. After discussion, it was agreed that Mr. Earls would be asked if he could attend the session. It was recommended that he be fully briefed on the situation, including receiving a copy of the letter from the Chairman to the Town Manager dated October 28, 1977.

The Executive Session was adjourned at 9:55 P.M.

Respectfully submitted,

Jean McIntyre Hodgkins (jya)

Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

March 7, 1978

Call to Order.

The Board of Library Trustees of the Robbins Library met for its regular meeting on the evening of Tuesday, March 7, 1978, in the Director's Office. The meeting was called to order by Chairman John Doyle at 8:00 p.m. Present at that time were Mrs. Janemarie Hillier; Mr. George Remmert; Mr. James Fish, Library Director; Mrs. Jean Hodgkins, Assistant Librarian; Mrs. Rosalind Kantrowitz, who was auditing the meeting; and Mr. Aubrey Tobey of the Finance Committee. Mrs. Pinckney joined the meeting shortly after it began.

NEW BUSINESS

Finance Committee Sub-Committee

Meeting with A. Tobey of Finance Committee.

It was agreed to move straight to the first item of new business, "Meeting with Finance Committee Library Sub-Committee". Mr. Tobey explained that Mr. John Perry of the Subcommittee was unable to attend the meeting. Mr. Tobey further stated that he would like to leave discussion of the book budget to the end and review the other "Expenses" categories as well as Capital Outlay.

Review of Expenses.

In the review of expenses, Mr. Tobey questioned why there was a lower figure requested for light and power for FY79 than for FY78. Mr. Fish agreed that the library might be taking a chance but explained that that category had been underspent by almost $6,700 in FY77 and that consumption was down so far this year over FY77. In response to a question about the differences in the library and office supplies request by the library and the Manager's recommendation, Mr. Fish explained that they were directly related to the difference in the book budget requested and that recommended by the Manager. In response to a comment and question by Mr. Tobey, Mr. Fish explained that the library had returned approximately $3,500 in the expenses category for FY77 and $4,500 in personal services.

Review of Capital Outlay Requests.

In review of Capital Outlay requests, the Buildings and Grounds section was discussed first. During discussion of the

thermopane windows at Fox, Mr. Tobey commented that the window problem was separate from the air conditioning problem; he also recommended that the entire heating and cooling system be checked out. Mr. Tobey stated that he would go along with items A, B, and E in the request, i.e., storm windows for the Junior Library, thermopane windows for Fox, and repainting of the fire escape.

Exterior cleaning of building.

There was some discussion about reinserting the sum for cleaning the exterior of the building, since it had not been included as a separate warrant article. Mr. Tobey explained that he felt that item would not get Finance Committee support this year, in view of large expenditure requests for snowfighting equipment and fixing up the Town Hall exterior. It appeared that Town Hall was in much greater need of repair than the Library. Mr. Tobey felt that cleaning of the library exterior would be much better received next year. Ultimately, it was agreed not to try to reinsert the cleaning into the budget.

Review of Furniture and Equipment Request.

In the review of the Furniture and Equipment request, Mr. Fish stressed the necessity of record bins if record service is to be expanded to the branches. Mr. Doyle emphasized the need for sign lettering equipment to help in improving the physical arrangement of the library and corresponding directional signs. Some discussion ensued about the feasibility of borrowing such equipment. Ultimately, Mr. Tobey agreed to support the record bin and sign lettering requests.

Discussion of Book Budget.

Discussion of the book budget began with a review of the graphs prepared by the Director, illustrating increases in book prices, decreases in the library's purchases of new books, and decreases in circulation. Mr. Tobey told the group that his preliminary discussion with Mr. Fish had helped him to understand the general direction Mr. Fish saw for the library. He said he had requested that Mr. Fish come before the full Finance Committee to make a similar presentation. He explained that the Board of Selectmen had made no recommendation before the Town Meeting and were waiting for the results of the staffing study. He said that, as of that moment, the Finance Committee recommendations would be printed as identical to the Town Manager's recommendations; however, the Finance Committee could go in with a recommendation for a change at Town Meeting.

Discussion of Finance Committe Procedures.

Some discussion ensued about Finance Committee procedures. Mr. Tobey explained that other departments were not present when their budgets were voted on; if the Trustees had been present in the past, it was as a courtesy. He said that the Manager is present for those articles he initiates, as are other initiators of warrant articles. He did, however, say that it was important to be heard by the Finance Committee; the Trustees also expressed the feeling that it was beneficial to hear Finance Committee comments. Mr. Tobey commented on the increasing complexity of Town finances, the decrease of free cash, and the need to economize.

He also acknowledged that the library has budgeted wisely and considered itself accountable.

Discussion of the book budget concluded with Mr. Tobey saying the Finance Committee would be willing to "split the difference" between the library's request and the Manager's recommendation. The total figures for which Mr. Tobey was willing to recommend higher figures than the Manager's were as follows:

Discussion concluded on Book Budget.

Books	$17,500
Office Supplies	400
EXPENSES SUB-TOTAL -	$17,900
Capital Expenditures	3,990
	$21,890

It was pointed out that this was a 3.3% budget increase for the library, higher than that for the Town as whole or the School Committee. Mr. Tobey suggested that next year Mr. Fish should set up a meeting with the Finance Committee in the early Fall to discuss plans for the library; he stressed that the purpose of such a meeting would be not to defend the budget but just to inform the Finance Committee of directions for the library. Mr. Tobey left the meeting at 9:40 p.m.

MINUTES OF PREVIOUS MEETINGS

Minutes of Previous Meetings: VOTED to accept Minutes of October 27, 1977, Executive Session and February 28, 1978, Session.

Mrs. Hillier moved that the minutes of the October 27, 1977, Executive Session be accepted; Mrs. Pinckney seconded the motion, and it was passed.

Mrs. Hillier moved that the minutes of the February 28 Executive Session be approved; Mr. Remmert seconded the motion, and it passed.

It was agreed to postpone consideration of the Minutes for the February 28 Regular Session until the next meeting.

Postponement of February 28, 1978 Minutes.

OLD BUSINESS

OLD BUSINESS:

Trust Funds Statement

Statement of balance of Trust Funds.

Mr. Fish reported that Miss Weyhe had recently indicated that the balance of trust funds income was $14,410.

Mr. Doyle reported on a transaction concerned with investing trust funds in Treasury Pay Bonds. In order to pay the full amount, the small difference between available funds and the sum needed was made up from the Town's General Fund; the Board needs to repay this sum to the Town. Mrs. Pinckney suggested that Mr. Doyle put the transaction in writing for the record, with a copy for the minutes.

Investment in Treasury Pay Bonds.

"OPUS" reception for April 16, 1978

Mr. Fish informed the Board that the Arlington Art Association had decided it would like to hold its reception on Sunday, April 16, and would pick up the custodial costs.

"OPUS" Reception.

Printing Costs for Community/Library Analysis

Mr. Fish distributed information sheets prepared by Mrs. Amidon on cost estimates for printing the Community/Library Analysis. All estimates included a grey cover with blue printing, collation, and spiral binding. The lowest estimate was from Chester A. Little for $412. Distribution was discussed; recipients identified included: Selectmen, ERIC, Community Analysis Institute, ALA Headquarters, Massachusetts Bureau of Library Extension, Planning Department, Redevelopment Board, authors, entire Finance Committee, Historical Room and circulating copies.

Printing costs for Community/Library Analysis.

Distribution of Analysis.

Mr. Remmert moved that the Community/Library Analysis be printed by Chester A. Little of Arlington at a cost not to exceed $500 for approximately 85 copies. It passed unanimously. The money is to come from trust funds.

VOTED to have printing done by Chester A. Little.

Discussion about a statement concerning the Trustee's involvement in the study centered on including a phrase on the title page, "Prepared at the request of the Board of Library Trustees" and a statement in the foreword indicating that opinions expressed were those of the authors.

Inclusion of statement by Trustees in Analysis.

Report on Print Collection

Mrs. Pinckney reported that she had begun her look at the print collection and the curator's job description but was not ready to report.

Report on Print Collection not yet ready.

Program for Building Addition

Mr. Fish reminded the Board of the need to be ready to tell the Permanent Building Committee what the library wants in its building program. He will review the program as discussed with Flansburgh Associates for possible changes and submission to the PBC as a preliminary recommendation.

Reminder of Building Addition Plans for PBC.

NEW BUSINESS

Meeting Room Policy

Mr. Fish told the Board of his concern about the multiple bookings at the meeting room at the Fox Branch by certain associations that automatically precluded use of the room by other groups. He said that 429 meetings had been held last year in the room. He also explained that the School Department had vacated the work room at Fox, freeing it for meetings of smaller groups. This will, hopefully, alleviate problems in availability.

Trustees Assignments

It was agreed to postpone this topic to the next meeting.

Director's Report

Mr. Fish distributed his written report, emphasizing that despite the storm closings, circulation had decreased by only 324 in February.

It was agreed that the date of the next meeting would be April 4.

Mrs. Hillier moved that the meeting be adjourned; Mr. Remmert seconded the motion, and the motion passed. The meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Jean McIntyre-Hodgkins/jya
Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE EXECUTIVE SESSION

of the

BOARD OF LIBRARY TRUSTEES

March 7, 1978

At 10:30 p.m. Chairman John Doyle polled the Board to see if they would like to go into Executive Session to discuss negotiations with the professional association. Each member present voted to do so. Present at the meeting were Mr. John Doyle; Mrs. Janemarie Hillier; Mrs. Bette Pinckney; Mr. George Remmert; Mr. James Fish, Director; and Mrs. Jean Hodgkins, Assistant Librarian.

Mr. Fish reported on the tentative agreement reached with the professional association:

Agreement reached with Professionals.

- a 3% pay raise retroactive to July 1, 1977.
- a 2% pay raise retroactive to January 1, 1978.
- a 3% pay raise, July 1, 1978.
- a 3% raise January 1, 1979.
- a 2% merit pay plan in FY79.
- a 35-hour work week effective July 1, 1978.
- same longevity as Fire and Police.
- Master Medical plan.

The Manager was requiring a strong statement from the Association of support for the merit pay program and a statement from the Director that the impact of the 35-hour work week would be limited. Mr. Fish explained that during this contract term, salaries would be examined again.

Mrs. Hillier moved that the meeting be adjourned; Mr. Remmert seconded the motion and the motion passed. The meeting was adjourned at 10:45 p.m.

Respectfully submitted,

Jean McIntyre Hodgkins/jya,

Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

April 4, 1978

Call to Order.

The Board of Library Trustees of the Robbins Library met for its regular meeting on the evening of Tuesday, April 4, 1978, in the Director's Office. The meeting was called to order by Chairman John Doyle at 7:45 p.m. Present at that time were Mrs. Janemarie Hillier; Mrs. Bette Pinckney; Mr. James Fish, Library Director; Mrs. Jean Hodgkins, Assistant Director; and Mrs. Rosalind Kantrowitz, who was auditing the meeting. Mr. George Remmert joined the meeting at 8:00 p.m.

MINUTES OF PREVIOUS MEETINGS

February 28 Minutes Approved.

Mrs. Hillier moved that the minutes of February 28 be approved as corrected; Mrs. Pinckney seconded the motion, and the motion passed.

March 7 Executive Session Minutes Approved.

Mrs. Hillier moved that the minutes of the Executive Session of March 7 be approved; Mrs. Pinckney seconded the motion, and the motion passed.

March 7 Minutes Tabled.

The minutes of the regular session of March 7 were tabled until next meeting when corrected pages could be submitted.

COMMUNICATIONS

Resignation of Marie O'Day.

Mr. Doyle read a letter of resignation from Mrs. Marie O'Day, Head of Young Adult Services; her resignation is to be effective June 30, 1978. Mr. Fish explained that, due to vacation, Mrs. O'Day's last work day would be May 11. Mr. Doyle expressed the Board's appreciation of Mrs. O'Day's years of service and "tender loving care" for the Library.

Invitation for Art Opus from Arlington Art Association.

Mr. Doyle mentioned the invitations from the Arlington Art Association to each trustee for the Art Opus reception on April 16, 1978.

Mr. Fish told the Board of a letter from the Board of Library Commissioners informing him that Robbins has been

chosen as a host library for a minority fellowship intern from Simmons during the summer session.

Library to host minority fellowship student from Simmons.

OLD BUSINESS

Report of Art Print Collection

Mrs. Pinckney reviewed her report, "Robbins Print Collection: Background for Policy Decisions: 1978-1979." In her report, she reviewed the history of the Robbins Library Print Collection, the value of prints as part of a library's collection; famous collections; scope, organization, policies, and curator's role in a Library print collection; problems with the print collection at Robbins and recommendations.

Mrs. Pinckney's Report of Art Print Collection.

Mrs. Pinckney's recommendations for top priorities were as follows:

"The completion of the organization of the Print Collection along with the maintenance of appropriate records, the establishment and nurturing of a linkage between the Print Collection and services and other print-art collections with their resources and services, in the Greater Boston Area, and the expansion of services that bring user and the collection together."

She further recommended that these priorities be supported by the formulation of useful policies about acquisitions, security, and the position of curator and the pursuit of any actions indicated by these policies.

A copy of the report was distributed to all present at the meeting and is attached to the office copy of the minutes.

Report on Materials Selection Policy

Mrs. Hillier reported that she had met with Mr. Fish and Mrs. Hodgkins to review the draft policy and had made some minor suggestions. She reminded the Board of the need to have a broad statement which could last for a period of time. Discussion of the draft included the difficulty of balancing specific criteria, the definition of a research collection and whether Arlington should be meeting that function, the relationship of size to quality and whether there is an optimum size or new accessions rate for the collection, the length of the policy, and the problem of determining use other than circulation. It was suggested that perhaps the policy could be left in tact, highlighting the major points. Mrs. Hillier volunteered to work further on this concept. Mrs. Pinckney moved that the policy be tabled until the next meeting; Mr. Remmert seconded the motion, and the motion passed.

Discussion re Materials Selection Policy.

National Library Week Program

Mrs. Hodgkins reviewed the program for the week, indicating that it was essentially the same as that presented at the February 28 meeting with a substitution of the poetry workshop for the floral arranging. She reminded the Board of the book sale and the concert and reception with the presentation of the Library Family of the Year award.

National Library Week Program.

Trustee Assignments

It was agreed to table this item until the next meeting in view of the absence of Mr. Earls. Mr. Doyle agreed to work with Mr. Fish on the personnel policies.

Trustee Assignments Discussion Tabled.

FY79 Budget Request

Mr. Fish reported that Town Meeting had gotten through Article 49 and there was a remote possibility the Library budget would come up the next evening. He reported on a meeting with the Manager in which the study and the budget were discussed.

Town Meeting almost ready for Library request.

Permanent Building Committee

Mr. Fish reported that he had talked to Arthur Loud of the Permanent Building Committee and reminded the Board of a need to provide a program to the Committee. Mr. Doyle agreed to get together with Mr. Fish to go over the program.

Mr. Fish's meeting with Arthur Loud of P.B.C.

NEW BUSINESS

It was agreed to postpone discussion of the preliminary staffing study to the end of the meeting.

Postponement of discussion re staffing study.

Simmons College Arlington Survey

Mr. Fish told the Trustees of the questionnaire he had sketched out for the Simmons College class taught by James Matarazzo. The survey will probably be done by telephone. This class project is in connection with the management objective to perform a reader interest survey.

Simmons College students to do telephone survey in Arlington re Library services.

Concert Series Budget Preparation

Mrs. Hillier reported on her meeting with Mr. Forte to discuss the Concert Series. The basic points made in the discussion were as follows:

Mrs. Hillier's meeting re Concert Series budget with M. Forte.

Requests by James Forte.

1. Mr. Forte is asking for the same appropriation, $4,000, for the Series next year;
2. there would be 11 concerts, with fewer studio concerts;

Requests by James Forte re Concert Series.

3. he wants to broaden the base of the audience and the funding;

4. Mr. Forte feels that concerts in a lighter vein are not compatible with the Series, and performers could not be attracted;

5. Mr. Forte feels the library should make a final decision about the Music Archives;

6. Mr. Forte would like to see a larger mailing for the series;

Mr. Fish's concerns re Concert Series.

Mr. Fish responded with some of his concerns about the series:

1. In order to reduce the staff time involved in the Series, fewer concerts should be held which would also allow better publicity for each concert;

2. the mailing list should be weeded so that a greater proportion would go to Arlington residents;

3. budget control should be under the library administration;

4. the studio concerts which were to have required no staff time or money now require piano tuning, tape technicians, programs and publicity;

5. attendance is down; a more diversified series should be offered.

Discussion re Concert Series.

Discussion of the Series revolved around the questions of control and the nature of the Series. It was suggested that the questionnaire include a question on this topic.

Agreement to go into Executive Session.

At 10:40 p.m. Chairman John Doyle polled the Board to see if they wanted to go into Executive Session to discuss the preliminary staffing study; each member agreed.

Open meeting reconvened.

At 11:20 the open meeting reconvened.

Director's Repor

VOTED $300 from Trust Funds for workshop at Drexel.

Mr. Fish distributed his written Director's Report. He also informed the Board of a workshop to be held at Drexel Institute on Community Information and Referral. He asked for $300 in trust funds to cover the cost of sending a member of the Information Department. Mrs. Hillier moved that a representative be sent; Mrs. Pinckney seconded the motion, and the motion passed.

The next meeting date was set for Tuesday, May 2, 1978.

Next meeting May 2, 1978.

Mr. Remmert moved that the meeting be adjourned; Mrs. Hillier seconded the motion, and the motion passed. The meeting was adjourned at 11:35 p.m.

VOTED to adjourn.

Respectfully submitted,

Jean McIntyre Hodgkins/jya
Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

FOUR STAR BOND
SOUTHWORTH CO. U.S.A.
25% COTTON FIBER

ROBBINS PRINT COLLECTION
Background for policy decisions: 1978 - 1979

Report by Bette V. Pinckney
Trustee
Robbins Library
Submitted to the
Board of Trustees
April 4, 1978

Introduction. The Robbins Library Print Collection contains over 150,000 items in the graphic media. The collection was assembled with gifts from Winfield Robbins, about 1910, and the Fraprie Collection, about 1950. The income from the Robbins Print Fund and the Robbins Library Art Fund support the position of curator and the purchase of prints. The collection is stored in the print room and the top floor gallery.

Prints and their value as part of a library's collections. An original print is a work of art. The artist creates images on wood block or metalplate or stone etc. The artist then transfers that image on paper through direct contact with the inked surface. The artist may use one of several processes to create the image: relief, intaglio, planography or stencil. The result is called by some a 'multiple original'. Artist may create original prints in limited or unlimited editions.

Prints have a growing appeal for libraries. They can represent every style and school, are available in a variety of shapes, sizes, subjects and types, have a format that makes handling and storage easy. They are durable and versatile. They are readily compatable with other library materials. They can have popular appeal. Prints are really relatively inexpensive and can have a growth rate in investment value over the years.

Famous collections. The best known print collections are in such libraries as the Library of Congress, the New York Public Library, Enoch Pratt Free Library, Newark Public Library, Free Library of Philadelphia and the Boston Public Library. The collection at the Boston Public Library is rich in 19th Century English and French drawings and etchings, in 18th Century colorprints and engravings, in old masters and in works of English and American artists of our time. The Boston Public Library sponsors seminars, symposia, publications and nine or ten exhibitions each year. There is a full time curator whose title is 'Keeper of Prints'. Other libraries, smaller than those listed above, have assembled collections of prints. In addition to Robbins, the Essex Institute library in Salem and the Springfield City Library are among the number of libraries reported to have such collections.

Scope of well-rounded collections. Print collections can contain the works of such old masters as Schongauer, Durer, Rembrandt, Goya and Manet, early 20th Century artists as well as contemperary artists. Some collections are thematic. They may specialize in old masters only or Americana only or landscapes or satire etc.

The Robbins Print Collection contains portraits and other prints : classical, European, Asian, African, South American and United States.

Organization of a Print Collection. Print collections have to be organized appropriately. Prints must be acquired, classified, catalogued, conserved, stored and protected. At times they have to be repaired, restored or replaced. Periodically, the collection may have to be weeded. Records must be kept including a record of expenditures. A budget is important. Programs and services that bring the user and the collection together are vital. These include exhibitions, programs for adults on a group basis, services such as consultation or appraisal for adults on an individual basis, programs for children and youth, publicity including releases to the media, posters, displays, contacts with institutions, organizations and clubs of the art world and of the community in general, book talks and reviews, in person or on tape, films, reference and circulation services. Periodic evaluation of the collection and related services are useful to know where and when to invigorate the collection, its liason with other library materials programs and services and its liason with the art world and other local community resources.

Vital policies. The library with a print collection needs several policies clearly expressed: one each for selection/acquisition, circulation, personnel/resources, and security. Policy makers must decide (a) whether the collection should be broadly representative of schools and styles of artists or should specialize in response to public interest and demand, (b) whether prints should circulate and, if so, whether a fee should be charged and whether a limit should be placed on the number of items to be circulated or the type of borrower who may check out items, (c) whether there should be established a separate position for the curator and, if so, to whom that person is accountable and whether support services should be separately provided,(d) whether protection priority is against theft, damage from handling or damage from storage environment.

The policies at the Robbins Library specifically for the Print Collection are:

Acquisitions: To limit the number of purchases
To select prints for purchase that are attractive for repeated exhibitions and interesting to the general public.
To ignore the need to fill gaps in the collection.

Organization and Conservation:
To integrate the Fraprie Collection into the Robbins collection
To catalogue, mat and or frame prints that are important first in terms of the person represented and secondly in terms of the importance of the artist.
To store prints in racks, cabinets and on shelves in the print room and in the top floor gallery.

To sell duplicate reproduction prints.

Staffing: To support the position of curator of prints and the purchase of prints with income from the Art Fund and the Print Fund; to hold the curator accountable directly to the Board of Trustees.

Services.: To emphasize exhibitions from the Robbins Print Collection and other collections from Massachusetts and outside Massachusetts.
To maintain a circulating collection of reproductions
To publicize the Print Collection and its exhibitions through news releases and articles.

The Robbins Library's policies (general) that must respect the distinction between the Print Collection and the other library collections while enhancing the harmony in service that the collections altogether offer are in the areas of: circulation, hours of service, expansion of facilities including adaption of facilities for use by the handicapped, ventilation needs, provisions for security, materials selection policies, programming and special services for identifiable groups, public relations and personnel including job analysis and job descriptions.

Role of the curator in the library organization. The curator should be accountable to the director of the library. The Print Collection is a collection of art in the midst of a larger collection of books. The whole must relate properly yet rigid library systems and tebhniquest must not be applied to the print collection. The Head of the Fine Arts Department (Music and Art) is a colleague of the curator of prints . One of the director's responsibilities is to enable each to recognize and respect the differences in the other's point of view so that a librarian's point of view is not imposed on the print collection and the art curators not imposed on the materials in the Fine Arts collection of books, films, records etc. The distinction between the print collection as a collection of art, and the other collections must be maintained.

Duties of curators. The curators of the Print Collection at Robbins have performed the selected number of duties indicated by the * in the full range of duties listed below.

I. ACQUISITIONS: Recommend purchases*, advise on purchase and gifts, assemble the collection*, expand the collection*, reduce (weed) the collection*,

II. ORGANIZATION: Catalog*, classify*, prepare mat labels, donor cards, circulation cards, maintain records*, mat*, frame, hang, store*, pack for transportation. Budget, supervise expenditures, keep financial records. insure*, develop and maintain security procedures,

III. PROGRAMMING: workshops, open house, package presentations, book talks, lectures-speaking engagements * film programs.

IV. SERVICES: Prepare and schedule media articles
and news releases*, reviews, brochures, posters,
newsletters, lists
Community contacts with schools, art organizations,
community organizations, club s, associations,
special contacts with handicapped and with ethnics
Contacts with art institutions, artists, dealers
jobbers etc..
Appraise, consult*, circulate prints, provide
reference service to individuals* and groups
Undertake research and prepare monographs

V. EXHIBITIONS
Prepare catalogs, plan exhibitions*, schedule
exhibitions*, arrange exhibitions, supervise
technical help, exchange exhibits with museums*
and other libraries.

It is important to note that custodial help is used in the hanging of exhibitions and regular library staff is used to write and submit news releases and publicity articles...

According to the Keeper of Prints at the Boston Public Library, Mr. Hitchings, all curators undertake the full range of duties There are things that must be done and somehow everything sorts itself out. In the performance of duties, the curator must not work in isolation. There must be some sort of week to week contact with a place like the Print Department of the Boston Public Library or the Museum of Fine Arts. Mr. Hitchings insists that a curator should spend a significant amount of time making sure the Print Collection emerges into the larger world of art. This world of print resources and other art in the Boston area, in addition to the Boston Public Library and thd Museum of Fine Arts is impressive: Harvard University has great resources because of its rare book collection and there is a great print collection at the Fogg Museum in Cambridge to name just two. "It would be wonderful", Mr. Hitchings said in an interview," To have the Robbins Library added into this equation. Other curators, artists and the public must know what is in the Robbins Collection, however".

One of the basic, elementary projects undertaken by Mr. Hitchings was to devise an information sheet, two typewritten pages, xeroxed so that it became a single sheet with facts on both sides. The information sheet summarizes the contents of the Print Collection at the Boston PublicLibrary. It is something very simple which can be handed to anyone who comes into the Print Room. It can also be sent to persons who make inquiries. The information sheet mentions the many names of artists and the number of prints or drawings by them as well as the general areas of strength in the collection. The information sheet is an attempt to boil down ins simplest terms what the print collection is. This simple sharing of information is important. Otherwise the usefulness of the collection is lost. After all one of the fundamental functions of these collections is to be part of a world of public information, to share in that world.

Qualification for a curator. A curator should have a graduate degree in Fine Arts, knowledge about (a) library's policies on selection, circulation, security for the print collection, (b) user interests and methods for evaluating user appeal, (c) history and value or quality of prints, (d) community resources and art world resources including artists, museums, galleries, auctions etc. (e) effect of environmental conditions on prints (f) storage requirements, (g) laws and insurance procedures relating to security; and experience in (a) selection tools, dealers, jobbers and auctions (b) costing and budgeting (c) identification of forgeries (d) record keeping (e) cleaning, repairing, framing, restoring, matting, hanging and transporting prints (f) exhibiting prints (g) promotion techniques (h) program planning.

There are particular benefits in having a curator who is healthy, stable and well balanced, an outgoing person, one who relates to others and is comfortable being part of the larger world .

Problems at Robbins. The work of the last 5 curators at Robbins have raised a number of questions, apparently as yet unanswered about acquisitions and organization.

Re acquisitions: Should the collection be expanded? If so, in what way and at what rate of growth? What policy should govern the preservation of duplicates? of photogravures?

Re organization: Can and should a detailed inventory be maintained? Should all items be catalogued? If not, what should be the exceptions? What prints should be integrated in the 'primary files'? the secondary? ? What groups of prints should be alphabetized: illustrations? #2 unmatted prints? Should the usefulness of a 'general file' be assessed periodically? What corrective action can and should be taken if the general file is found to be a barrier to accessibility? What storage arrangements are appropriate for: reproductions, for prints larger than #4 and for miscellaneous portraits? What procedures should be adopted for solving the problem of identifying portraits presently awaiting identification especially those in a language other than English?

The Curator at Robbins was paid a total of $3704.40 in 1973, $3686 in 1975, $4794 in 1976 and $6000 in 1977. In recognition of the professional nature of the curator's services, currently there are no hourly requirements. The Curator has been directly accountable to the Library Trustees. This has raised questions about the need for clarification of the roles and responsibilities of the curator, Trustees, Director, Head of the Music and Art Department and other staff members.

There are little or no activities to implement policies in organization and conservation. Currently the priority is to carry out the policies concerning exhibitions and publicity through new media.

Recommendations. I am making the following recommendations by assuming that new or different priorities require changes in responsibilities which demand different capabilities in the human resources needed to get results.

The completion of the organization of the Print Collection along with the maintenance of appropriate records, the establishment and nurturing of a linkage between the Print Collection and services and other print-art collections with their resources and services, in the Greater Boston area, and the expansion of services that bring user and the collection together are the recommended tpp priorities.

The trustees should support these priorities by formulating useful policies about acquisitions, security and the position of curator. These policies will change the qualifications required for a curator and therefore the trustees should initiate procedures to procure a curator and adequate support staff who meet the necessary qualifications.

b/

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Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

of the

EXECUTIVE SESSION

of the

BOARD OF LIBRARY TRUSTEES

April 4, 1978

At 10:40 p.m. the Board went into Executive Session to discuss the preliminary staffing study. Present at the meeting were Mr. John Doyle; Mrs. Janemarie Hillier; Mrs. Bette Pinckney; Mr. George Remmert; Mr. James Fish, Director; and Mrs. Jean Hodgkins, Assistant Librarian.

Discussion of Staffing Study

Mr. Fish reviewed the general findings and recommendations of the staffing study. There was brief discussion of the proposed reorganization of an Adult Services Department and the creation of a Community Services Librarian position. Each Board member will be given a copy and further discussion will take place at the next meeting.

The Executive Session ended at 11:20 p.m.

Respectfully submitted,

Jean McIntyre Hodgkins/jya

Jean McIntyre Hodgkins
Assistant Librarian

JMH:jya

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

May 4, 1978

The Board of Library Trustees met for its regular meeting on the evening of Thursday, May 4, 1978, in the Director's Office. In the absence of the Chairman, the meeting was called to order by Mrs. Janemarie Hillier at 8:30 p.m. Present were Mr. James Earls; Mr. George Remmert; Mr. James Fish, Library Director; and Mrs. Jean Hodgkins, Assistant Director.

Call to Order.

MINUTES OF PREVIOUS MEETINGS

Mr. Remmert moved that the minutes of March 7, 1978, be approved as corrected; Mr. Earls seconded the motion, and the motion passed.

VOTED to approve March 7, 1978 Minutes.

Mr. Remmert moved that the minutes of April 4, 1978, be approved. Mr. Earls seconded the motion, and the motion passed.

VOTED to approve April 4, 1978 Minutes.

COMMUNICATIONS

Mrs. Hillier informed the Board of the letter from Chairman John Doyle to Mrs. Dziewonski, commending and thanking her for her outstanding work on the Friends of the Library book sale during National Library Week.

Thank you to Mrs. Dziewonski.

Mr. Fish informed the Board that he had sent a letter to Mrs. O'Day on her retirement and had indicated the Board joined him in his remarks of appreciation.

Letter of appreciation to Marie O'Day.

OLD BUSINESS

The Materials Selection Policy was tabled until the next meeting.

Materials Selection Policy tabled.

The question of Trustees assignments was also tabled until [illegible]

the next meeting following some discussion. Potential areas of responsibility mentioned were facilities, finance, personnel, and follow-up on the recent Trustee Handbook from the Massachusetts Library Trustees Association.

Trustee Assignments tabled.

Staffing Study

In connection with the staffing study, Mr. Fish presented his plan for reorganization of the Adult Services Department. The plan would pull the Art and Music, Young Adult, and Information areas into one department under the Head of Adult Services. This position would be the present Head of Information position, reclassified to an LS-4 classification. The Young Adult LS-3 position would become an LS-2 position; the present Young Adult assistant position would become an Information Assistant position; and one of the Information Assistant positions would become a Community Services Librarian, LS-3.

Mr. Fish's presentation re Staffing Study and reorganization of Adult Services Department.

Mr. Fish described at some length the functions of the Community Services Librarian position; these functions include:

1. the development of an information center which provides direct and indirect information to the public;
2. collection of Town information, e.g., department reports;
3. information referral; and
4. informal coordination of related activities in other Town agencies.

Such a position would bring the library closer to community groups, coordinating Library activities with these groups and allowing the Library to anticipate the group needs.

There was brief discussion of the breakdown between the two Information Assistant positions and the Young Adult position.

Mr. Earls moved that the basic plan of reorganization of the Adult Services Department be accepted; Mrs. Hillier seconded the motion, and the motion passed.

Mrs. Hillier asked for a vote on the changes in classification. Mr. Fish reviewed those changes as follows:

1. The present Head of Reference LS-3 position would be changed to Head of Adult Services, LS-4.
2. The Young Adult LS-3 position would be changed to an LS-2 position;
3. One of the Reference Assistant LS-2 positions would be changed to Community Services Librarian, LS-3.

Mr. Earls moved that the proposed changes in Classification plan be approved; Mrs. Hillier seconded the motion, and the motion passed.

VOTED to approve proposed changes in Classification plan.

Report on FY79 Budget Request

Mr. Fish reported that the Library budget had been passed at the level recommended by the Finance Committee; this figure represented an increase of $17,500 in the book budget; $400 in library supplies; and $3,100 in capital outlay.

Report on FY79 budget request.

Print Collection

Discussion of the print collection was tabled until the next meeting.

Print Collection Discussion tabled

NEW BUSINESS

Summer Hours

After some discussion, it was agreed to follow the practice of closing the Main Library on Saturdays and open it Friday nights during the summer. The dates would be from June 16 through September 2.

Summer hours set.

Junior Library Project

Mr. Fish reported that the Friends of the Library had voted $2,500 for the project of refurbishing the Junior Library. The first priority would be paying to have three walls of the room painted and buying paint for the Friends to paint the alcoves on the front wall of the room. New shades and/or other coverings for the windows are the second priority. The third priority is furnishings, e.g., area rugs and rocking chair. The fourth priority would be miscellaneous items such as toys and posters. Mr. Fish asked the Trustees to consider whether some trust funds might be contributed to the money already budgeted for shelving. Such a contribution would allow buying the entire amount needed for the project at the same time. Before any action be taken, Mrs. Hillier asked that the current balance of General Income Fund be presented at the next meeting.

Friends voted funds to refurbish Junior Lib.

The next meeting was set for Tuesday, June 6, 1978, at 7:30 p.m. in the Director's Office.

Date of next meeting set.

Mr. Fish distributed his written Director's report. He informed the Board that the annual meeting of the Friends of the Library would be on Thursday, May 25 at 8:00 p.m. at the Fox Branch Library. He mentioned briefly that a reorganization of the collection would happen in the not too distant

Director's Report.

future, possibly requiring the closing of the Library. He also informed the Board that several members of the staff would be attending the Massachusetts Library Association Conference on May 8 and 9.

Mr. Remmert moved that the meeting be adjourned; Mr. Earls seconded the motion, and it passed. The meeting was adjourned at 10:00 p.m. VOTED to adjourn.

Respectfully submitted,

Jean McIntyre Hodgkins

Jean McIntyre Hodgkins
Assistant Director

JMH:jya

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

June 6, 1978

ATTENDANCE

The Board of Library Trustees met for its regular meeting on the evening of Tuesday, June 6, 1978, in the Director's Office. Chairman John Doyle called the meeting to order at 7:55 p.m. Present at that time were Mrs. Janemarie Hillier; Mr. George Remmert; Mr. James Fish, Library Director; Mrs. Jean Hodgkins, Assistant Director; Mr. James Forte; and Mrs. Grace Greene, Children's Librarian, who was auditing the meeting. Mrs. Pinckney joined the meeting during the discussion with Mr. Forte.

NEW BUSINESS

FY79 Concert Series

FY79 Concert Series.

The Board agreed to go directly to the agenda item dealing with the Concert Series so that Mr. Forte could make his presentation. Mr. Forte began his presentation with a review of his accomplishments over the past year, including his presentation to the Music Library Association on concerts in libraries.

Music Archive Proposal.

Mr. Forte then discussed the Music Archive proposal, reviewing its history, purpose, scope, growth potential, and requirements. He asked the Board either to take action to implement the project or to announce nationally that it is not going to do so. After brief discussion, Mrs. Hillier stated that she believed the Board had already taken definitive action on the project. Mr. Fish located the minutes of the meeting of November 15, 1977, where the Trustees had considered the Archives. Mrs. Hillier read the minutes where it had been voted to "reject the proposal that the Library become the depository for works of contemporary composers." Further discussion included the fact that the connection with Arlington for the Archives was that composers to be included in Phase I had had their music performed in Arlington; the question of staff time for processing, described by Mr. Forte as "minimal"; and the question of whether

the project would draw Federal funds. Following discussion, Chairman John Doyle observed that since he heard no motion to change the Board's position, the Board should move on to consideration of the Concert Series. Mr. Forte pointed out that a letter had to be sent out informing journals and composers of the Board's decision. Mr. Fish suggested that Mr. Forte's offer to draw up the letter be accepted; and that the Library could then send out the letter.

Concert Series

Mr. Forte then made his presentation concerning the Concert Series, pointing out that the series had a unique role in the Town. His goals for the next season's Concert series were as follows:

Presentation by J. Forte re '78-'79 Concert Series proposal.

1. maintain the professional caliber of the series;
2. increase the audience size;
3. broaden the scope of the audience size; and
4. increase outside funding.

To accomplish these goals, Mr. Forte explained he intended to have a cooperative concert with the public schools, provide light music, send out 10,000 flyers, and possibly have concerts for specialized audiences such as the elderly.

Mr. Forte distributed a copy of expenditures for the Concert Series just ended. He verbally presented budget possibilities for the coming year. After reminding the Trustees that this last year had seen nine Town Hall concerts with paid performers and seven unpaid studio studio concerts at Fox, Mr. Forte presented the following options:

Proposed expenditures for concerts.

1.	12 concerts with 50 performers	$5,112
2.	21 concerts with 85 performers	7,684
3.	12 concerts with 36 performers	4,454

Mr. Forte said that the last option was the one he was really hoping for. In response to a question, Mr. Forte said that the tape technicians were increasing their fees to $40 minimum. He also said that for WCRB to tape the broadcasts would cost the station more than it costs to broadcast the Boston Symphony Orchestra. He expressed the feeling that the opportunity to be broadcast was part of the compensation to the performers. Mr. Forte explained that there would be no studio concerts with any of the three options. Mr. Doyle explained that after the Trustees had had an opportunity to discuss the Concert Series budget they would probably approve a tentative amount, holding final approval until a written budget could be submitted.

After Mr. Forte left the meeting, there was brief discussion about the number of concerts, the cost per concert, the need for a written budget, and the larger question of budgeting the expenditure of Trust Funds. During that discussion, Mr. Fish informed the Board that as of May 9, the General Income Fund balance was $13,314.36. Mrs. Hillier moved to table discussion of the Concert Series budget until the over-all Trust Funds budget had been discussed; Mr. Remmert seconded the motion, and it was passed.

Request for use of Trust Funds in FY79

Discussion re use of FY79 Trust Funds.

Mr. Fish explained that he would like to ask the Trustees to consider budgeting their use of Trust Funds on the basis of allocating sums for staff education, public relations, "cosmetic" items which would probably not be approved quickly by the Town, and programming. He suggested the programming allocation be tied to the amount of income generated by the copier, which is handled entirely through Trust Funds. It was pointed out that that income had been used to purchase circulating art prints. It was also suggested that the copier fund money be transferred to the general income fund. It was agreed to have Mr. Fish, Mrs. Hodgkins, and Mr. Doyle work together on budget allocations for the Trust Fund and to request Mr. Forte to submit a budget at $4,454.

VOTED to write Town Manager a letter re reimbursement of '77 expenses to J. Fish.

During the discussion, it came up that Mr. Fish had not yet been reimbursed by the Town for all of his expenses for attending the American Library Association Conference in June of 1977. Mrs. Pinckney moved that the Board write a letter to the Town Manager's Office to jog their memory on this item; Mrs. Hillier seconded the motion, and the motion passed.

VOTED $800 for Junior Library shelving.

Mr. Fish explained to the Board that in order to meet the Fiscal Year deadlines for the Town, a decision needed to be made immediately concerning whether Trust Funds could be used together with Town funds to purchase shelving for the pre-school area in the Junior Library. Mr. Remmert moved that $800 of Trust Funds be allocated to improvements for the Junior Library; Mrs. Hillier seconded the motion, and the motion passed.

Election of Officers

Resignation of J. Doyle as Chairman.

Discussion re election of new chair. Tabled until July 18 mtg.

At Mr. Doyle's request, the Board moved to the election of officers. Mr. Doyle expressed his appreciation for the Board's vote of confidence in December in asking him to continue as Board Chairman beyond the usual two years. He also explained that his personal commitments for the coming year required him to resign his chairmanship. During the discussion, each of the Trustees explained individual reasons for feeling he or she could not serve as Chairman. There was also the question of expired terms for two of the Trustees and the eminent expiration of a third Trustee's term. Following discussion, Mr. Remmert agreed to chair the July meeting. Mr. Doyle requested that the Board formally accept his resignation as Chairman. The Board accepted Mr. Doyle's resignation with regret and appreciation.

New personnel

Mr. Fish informed the Board of the appointment of three new staff members: Mr. Tom Blumenthal, Information Assistant, LS-2, to begin June 19; Mr. Larry Domingues, Young Adult Assistant, LS-2; and Mrs. Ellen Lenart, Information Assistant, LS-2; Mr. Domingues and Mrs. Lenart started work on June 5.

New personnel.

Reorganization of Personnel

Mr. Fish distributed an organization chart, reflecting a reorganization as discussed at the last Trustees' meeting. In the reorganization, an Adult Services department has been created, with Mrs. Rosalind Kantrowitz, LS-4, as its head. Mrs. Barbara Allen, LS-3, Head of Art and Music, reports to Mrs. Kantrowitz, as does the Young Adult Assistant, LS-2. The Community Services Librarian has remained at the LS-2 level until further study can be done of the Community Information Center. The two branches, the Circulation Department, and the Junior Library are under the Assistant Director, who serves as the Supervisor of General Public Services. In addition to supervising the Assistant Director and the Supervisor of Adult Services, the Director is the Supervisor of Support Services, which include the Payroll Clerk, the Bookkeeper, the Secretary, Technical Services, and the custodians. The Trustees indicated positive reaction to the reorganization in the discussion.

Reorganization of Personnel.

MINUTES OF THE PREVIOUS MEETING

Mr. Remmert moved that the minutes of the meeting of May 4, 1978, be approved as submitted; Mrs. Hillier seconded the motion and the motion passed. Mrs. Pinckney and Mr. Doyle abstained from voting on the motion.

VOTED to approve May 4, 1978, minutes.

Mrs. Hillier moved that the meeting be adjourned; Mrs. Pinckney seconded the motion, and the motion passed. The meeting was adjourned at 11:10 p.m.

VOTED to adjourn

Respectfully submitted,

Jean McIntyre Hodgkins

Jean McIntyre Hodgkins
Assistant Director

JMH:jya

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

July 18, 1978

The Board of Trustees of the Robbins Library met for its regular meeting on Tuesday, July 18, 1978, in the Director's Office. Acting Chairman George Remmert called the meeting to order at 7:50 P.M. Also present were Mr. John Doyle, Mr. James Earls, Mrs. Bette Pinckney, and Library Director, James Fish. Mrs. Janemarie Hillier joined the meeting at 9:00 P.M.

Call to Order.

MINUTES OF THE PREVIOUS MEETING

Mr. Fish noted the need for a correction of the June 6, 1978, minutes in that the next-to-last sentences of the last paragraph of page three should read "Mr. Doyle requested that the Board formally accept his resignation as Chairman. The Board accepted Mr. Doyle's resignation with regret and appreciation". A motion by Mr. Earls and seconded by Mr. Doyle to accept the minutes as corrected was unanimously passed.

VOTED to accept Minutes of 6/6/78 as corrected.

COMMUNICATIONS

Mr. Remmert received a letter from the Massacusetts Council on the Arts and Humanities to the Library Director stating that the Concert Series request for funding had again been rejected.

Letter rejecting funding for concert series.

A second correspondence was from Ruth Milley of 37 Golden Avenue, Arlington, stating her frustration at the lack of access to the library facilities to the handicapped. The Board felt strongly that her complaint was justified. Mr. Fish will contact the Planning Department to see if there are plans and/or funds to solve the problem. He will also look into the library shut-in service for her as well as conveying the Board's feelings back to her.

Letter from Ruth Milley re handicapped.

OLD BUSINESS

Concert Series

Music Director James Forte joined the meeting at 8:00 P.M. to discuss his proposed funding for next year's Robbins Library Concert Series. His bottom line request was for $4,805 for 12 concerts. He also stated that any future grant proposals should

Funding for concert series. Request for $4,805 from James Forte.

focus on special groups (e.g. elderly) to increase the possibility of being funded. Mr. Forte left the meeting after his presentation.

FY79 Trust Funds Budget

Mr. Doyle presented the proposal that he and Mr. Fish had developed for the expenditure of some of the General Income Funds for FY79. The principle behind this budgeting was to become somewhat more systematic in the expenditure of these funds. The proposal included $800 for public relations; $750 for staff continuing education; $1000 for "cosmetics" around the buildings; either $5,500 or $6,000 for programming (depending on concert series appropriation); and $500 for contigencies. Most of the discussion centered on the concert series and the possibility of setting aside funds for the maintenance of the circulating print collection. $500 was added to the budget for the latter purpose. The budget of $9,550 (including $500 for art prints and $4,500 for the concert series) was unanimously passed. It was suggested quarterly financial updates be provided.

FY79 Trust Funds Budget from General Income Funds

VOTED to approve $9,550.

A second motion by Mr. Doyle and seconded by Mrs. Pinckney, was passed unanimously, approving the carry over of $553.33 (from the FY78 balance and gifts to the series), bringing the FY79 funds available to the Series to $5,053.33.

VOTED to appropriate $5,053.33 for the concert series.

A discussion followed concerning the role of the Library Director in relations to the Music Director and the Print Curator. A motion by Mr. Doyle and seconded by Mrs. Hillier that the Print Curator and Music Director of the Robbins Library Concert Series be responsible to the Library Director was passed unanimously. Mrs. Pinckney suggested that the Board send notification to that effect to the persons in those positions.

VOTED that the Print Curator & Music Director be responsible to Library Director

Materials Selection Policy

The discussion on the previously tabled materials selection policy began with Mrs. Pinckney's general statement emphasizing the need for the development of coordinated and comprehensive library policies. Mr. Doyle questioned the advisability of allowing individuals of all ages the possibility of access to primarily adult materials. Mrs. Hillier commented on her recent visit to a class on intellectual freedom and censorship at Simmons College and suggested that the Board members be furnished with copies of the American Library Association's "Freedom to Read" statement before deciding on the policy. A motion by Mrs. Hillier and seconded by Mrs. Pinckney to table was unanimously passed.

VOTED to table discussion re Materials Selection Policy.

Print Collection

A discussion of the Print Collection and the role of the Print Curator followed. It was suggested that a position description be drawn up for the Curator, incorporating recommendations from Mrs. Pinckney's recent report of the collection and the Library Director's administrative input. This should be done for the

next meeting so that any changes could possibly take effect September 1.

Job description for Print Curator

Election of Officers

Since two Board members have not been officially re-appointed since last September and a third could be in a similar situation in August, it was felt that it would be ridiculous to hold elections until those situations have been resolved. Mrs. Pinckney agreed to act as the temporary Chairman through the August meeting.

Election of officers post-poned.

Status of Addition

Mr. Doyle reported on his attendance at the June 28 meeting of the Permanent Building Committee to ascertain the status of the library addition. He said that the Permanent Building Committee had selected seven architectural firms that will be contacted as to their interest in the project. The timetable as of now is to have an architect selected by mid-to-late August and to have preliminary plans done within 75 days after that selection. Mrs. Pinckney will represent the Board at the July 19 P.B.C. meeting, and Mr. Fish will prepare an update of the building program done by Flansburgh Associates for the next Board meeting or for the P.B.C. if needed earlier.

Status of addition.

NEW BUSINESS

LSCA Grant Proposals

Mr. Fish reported on the library's intention to apply for two Library Services and Construction Act grants. One would be an inter-library cooperative effort on providing story hours to two-year olds. The other would be for the development of the Community Information Center discussed at earlier meetings and recommended by the community study. Mrs. Pinckney signed the grant proposal as acting Board Chairman.

Applications for 2 LSCA grants.

Reorganization of the Book Collections

Mr. Fish outlined his recommendation to close the main library August 10 and 11 to rearrange the book collections to make access easier for the public. The plans included the possible placement of all the 900's together in the basement stack area; putting the biographies together in the former young adult area; interfiling the young adult non-fiction, oversize, and general business books; and the placement of the young adult area in the former business room.

Library closed for rearrangement of collections.

Concerns were expressed focusing on possible noise problems by having young adults in the adult area and the impact on library service by phasing out the business room. Reorganization of the Junior Library and Art & Music collections will probably take place simultaneously.

Cyrus Dallin Portrait

The Board expressed no interest in the pruchase of the Cyrus Dallin portrait offered for sale to them. However, it was suggested that perhaps the Historical Society, Historical Commission, or the Arlington Heights Study Club might be interested.

Decision not to purchase Dallin portrait.

Next Meeting

The date of the next meeting was set for Monday, August 14.

The meeting was adjourned at 10:55 p.m.

Respectfully submitted,

James H. Fish

James H. Fish
Library Director

JHF:jya

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
# of the
BOARD OF TRUSTEES

August 14, 1978

The Board of Library Trustees met for its regular meeting on August 14, 1978, in the Director's Office. Acting Chairwoman Bette Pinckney called the meeting to order at 7:35 P.M. Present at that time were John Doyle, George Remmert, and Library Director James Fish. Mr. Earls joined the meeting shortly thereafter.

MINUTES OF PREVIOUS MEETING

A motion by Mr. Remmert and seconded by Mr. Doyle to approve the minutes of the July 18, 1978, meeting was passed unanimously.

VOTED to approve Minutes of July 18, 1978.

COMMUNICATIONS

Mrs. Pinckney announced the resignations of Jill Amidon, Director's Secretary, and Jean Hodgkins, Assistant Director, and passed their letters around the meeting. A motion by Mr. Doyle and seconded by Mr. Earls was passed unanimously accepting the resignations with regret and much appreciation for the fine performances by both while at the library.

Resignations of J. Amidon & J. Hodgkins. VOTED to accept resignations w/ regret & appreciation.

OLD BUSINESS

Policy on Library Service to the Handicapped

As a follow-up to the last meeting, Mrs. Pinckney contacted Tom Ploeg, the consultant for handicapped services at the Board of Library Commissioners and learned, among other things, that LSCA grant eligibility might be affected by the lack of access for the handicapped. She also reported that Mr. Fish had contacted the Planning Department and found that a survey of buildings is to be done in the fall and the libraries are to be included. This will, hopefully, produce the recommendations necessary for change.

B. Pinckney's visit to Board re handicapped services.

To reenforce its commitment to the handicapped, the Board passed unanimously the following motion proposed by Mr. Remmert and seconded by Mr. Doyle: "The Board of Trustees is committed to the expansion of opportunities for access by the handicapped to library services, including but not limited to renovation of or addition to facilities and adjustments in programming".

VOTED statement re services for handicapped.

Personnel

Personnel:

As a follow-up to earlier discussions concerning accountability of all personnel associated with the library, Mrs. Pinckney suggested the library adopt the following general policy:

> "Library shall be organized so that there are clear lines of authority and accountability. There shall be comparable levels of responsibility for persons with identical classification. Opportunities for career ladders shall be recognizable. All job opportunities shall be publicized widely. There shall be strict compliance with local, state and federal laws and guidelines and regulation, executive orders and policies concerning nondiscrimination in recruiting, hiring, promoting, transferring and terminating personnel, regular or contactual. Pre-screening measures used for hiring shall meet the standard criteria for relevance to job performance. There shall be provided opportunities for students enrolled in high schools and colleges to be employed on a part-time basis."

This was adopted unanimously after a motion by Mr. Doyle and seconded by Mr. Earls.

VOTED to accept Library Personnel Policy Statement.

To further clarify the Board's action in regards to personnel engaged in projects funded by Trust Funds, Mrs. Pinckney also suggested the Board adopt the following:

> "Individuals involved in special projects funded by the General Income (from Trust Funds) Fund shall be directly accountable to the Library Director who has the authority to review and recommend, for Trustee approval, the budgets for these specialized activities and programs. The Library Director is responsible for coordinating the necessary sources of (internal) interdepartmental support to produce optimum services to the community in these areas."

There was some discussion as to whether this would be further clarified by having the Library Director also acting as Secretary to the Board and, thus, having the power to speak for the Board in these matters. Mrs. Pinckney suggested that proposal be held until the organizational meeting of the Board.

VOTED to accept an accountability proposal.

A motion by Mr. Remmert and seconded by Mr. Earls to adopt the above accountability proposal was passed unanimously.

Print Collection

Print Collection

Mr. Fish presented a memo with his recommendation that the position of Print Curator be abolished as such and be replaced by that of a print consultant to be paid on a negotiated hourly basis when called upon to provide specific expertise. The balance of print duties (housing, exhibits, and the purchase of circulating prints) would

fall to the Art and Music Librarian.

A motion by Mr. Doyle and seconded by Mr. Remmert was passed unanimously that "the position of print curator be replaced by that of a consultant whose duties shall be to advise on presentation, restoration, and related professional guidance in the maintenance of the print collections. Other duties presently borne by the print curator shall be reassigned to regular library personnel".

VOTED that the position of print curator by replaced by that of a consultant.

Materials Selection Policy

Mrs. Pinckney went over the important points of the Library Bill of Rights and Freedom to Read Statement cited in the proposed materials selection policy to make certain the Board understood and was ready to affirm their principles.

A motion was made by Mr. Remmert and seconded by Mr. Doyle to accept "Part A - Responsibility" of the proposed policy. It was passed unanimously as was a second motion by Mr. Remmert and seconded by Mr. Earls to adopt "Part B - Guidelines".

VOTED to accept Part A of Materials Selection Policy.
VOTED to accapt Part B.

Board Responsibilities

Mrs. Pinckney presented two sets of possible areas of individual trustee responsibility. One list included Finances, Services, Property, and Communication. The other contained Personnel, Facilities, Public Relations, Policy, and Finances. She suggested the Trustees consider these and other possibilities to be decided at a later date.

Consideration of Board responsibilities.

Building Program

Mr. Fish presented a checklist of items to be considered for inclusion in the building program for a possible addition. After considerable discussion, it was decided that Mr. Doyle and Mr. Fish would get together and work out some of the details for square footages, etc. and submit the entire proposal to the other Trustees.

Building Program.

NEW BUSINESS

FY80 Budget Schedule

Mr. Fish announced that August 25 is the scheduled date of the meeting with the Town Manager concerning the budget. To allow the Board some input into the process, it was suggested that Mr. Fish seek an extension of this date.

Extension for FY80 Budget Schedule sought.

FY80 Goals

A brainstorming session followed, focusing on possible FY80 library goals. Some suggestions were:

FY80 Goals-ideas.

Increase microform capacity.
Expand role as information center for Town.
Expand (deepen) communication between library and schools.

FY80 Goals-ideas.

Catalog Print Collection.
Plans for addition.
Access for handicapped.
Cleaning of building.
Formulate plans for services to geographically isolated.
Continue upgrading of collections.
Publish annual report.
Investigate legality of putting trust funds under paid management.

Mrs. Pinckney then asked the Board members what they felt the library should be in 1990. Several concepts were put forth including the development of electronic communications, cable TV, strong book collection, strong historical resources, the development of a depository for town reports and information, and the development of a community information center. The discussion of goals will continue at a later date.

Trust Funds Audit

Trust Funds Audit Report

Mr. Fish presented the annual audit of trust funds for trustees' signatures.

Date of Next Meeting

Next meeting

The next Board meeting will be a special one to deal with the FY80 budget requests. It will be August 24 unless the Trustees are otherwise notified. August 29 was chosen as the alternate if an extension of the August 24 deadline is granted.

The meeting was adjourned at 10:00 P.M.

Respectfully submitted,

James H. Fish

James H. Fish

JHF:jya

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

# of the

BOARD OF LIBRARY TRUSTEES

August 28, 1978

The Board of Library Trustees met for a special meeting on August 28, 1978, in the Director's Office. In the absence of a Chairman, the meeting was called to order by consensus at 7:40 P.M. Present were Mrs. Bette Pinckney, Mr. John Doyle, Mr. George Remmert, Library Director James Fish, and Assistant Director Jean Hodgkins.

BUDGET, FY 80

FY 80 Budget Process

The primary purpose of the meeting was to provide Trustee input into the FY 80 budget process. Mr. Fish reviewed the process up to that point, explaining that instructions from the Town Manager's Office were to provide a plan for cutting 10% of the budget without cutting services or laying off staff. The Round 1 deadline is August 31; the Round 2 deadline is October 13.

Option A; reduce budget by $10,893

Mr. Fish presented three options he had prepared under these guidelines. Option A would cut $5,000 from Capital Outlay; eliminate a part-time LS 2 position in the Children's Library; and eliminate a custodial position. After adding increases in expenses, the net impact of this option would be to reduce the budget by $10,893.

Option B; includes A and closing Dallin; reduce budget by $68,723. Option C; includes A,B, closing Fox and bookmobile.

Option B included Option A and closing the Dallin Branch; the net impact of this option would be to reduce the budget by $68,723. Option C would add to the above the closing of Fox and the institution of a bookmobile. The net FY 80 impact would be to reduce the budget by $40,393; the net FY 81 impact would be to reduce the budget by $100,393.

Mr. Fish explained that he felt the Manager's instructions required the Library either to dilute services throughout the system or to cut out one programming area. He expressed his strong preference for the latter approach. The

question of who owns title to the buildings was raised, the belief being expressed that the Trustees held title to them. The belief that there would be strong public objections to closing the branches was also expressed.

The Trustees then reviewed the line item budget for FY 79 to see where changes might be made. The following changes were recommended:

Line item budget changes recommended.

Records	$ -200
Custodial Supplies	+500
Auto Maintenance	-200
Library & Office Supplies	-800
Microfilm	-100
Telephone	+500
Printing	-265
Light & Power	+1,000
Buildings & Grounds	+2,500
Furniture & Equipment	-100
Rental	+100
Miscellaneous	-110
NET INCREASE	$ 2,825

In the context of other approaches to reducing the budget, the number of present vacancies was discussed. They are an AG-4 in Technical Services; a part-time AG-4 as Secretary; and an LS 5 as Assistant Director. Mr. Fish also pointed out that despite a history of concern over the number of professional positions vis-a-vis the clerical positions, the AG-4 at maximum with merit received more than the LS 2 at entry level. In recent years with professional salaries being relatively low, AG-4"s are more likely to stay with the Library for long periods of time than the LS 2's. It was concluded that the existing vacancies did not offer much opportunity for reducing the number of positions. The questions of reducing hours, putting the branches on alternate hours, and cutting part-time positions were also reviewed but found not to accomplish what the Manager had requested and/or unacceptable from the Library's point of view.

Present vacancies reviewed concluded that these positions cannot be cut.

Other approache considered; not adopted.

Mr. Fish explained that this year there would be a Capital Projects Committee, which would review all capital requests for over $5,000. These items would be pulled out of individual budgets and put into separate warrant articles. Potential Library projects in this category included the addition and renovation, cleaning and pointing the exterior of the building and a bookmobile.

Capital Projects Committe for items over $5,000; 3 potential Library projects.

Mr. Doyle then reviewed possible Capital Outlay items, requested last year and not granted, arriving at a total of $3,650 for those requests. After further review of the budget process over the last year, Mr. Doyle moved that Option A, as amended by the Board, be presented to the Town Manager in Roundl; Mrs. Pinckney seconded the motion, and it passed. With the Board's amendments, this option reduced the total budget by $17,483. After discussion, it was concluded that no Trustee was available on Thursday to meet with the Director and Manager concerning the budget.

Possible Capital Outlay items for $3,650.

VOTED: Option A, as amended by Board be submitted Round 1; reduction of $17,483.

BUILDING PROGRAM

Mr. Fish then distributed the "Robbins Library Building Program--Preliminary Outline" which he and Mr. Doyle had prepared. Mr. Doyle explained briefly the process gone through to arrive at the figures. It was agreed to send the program to the Permanent Building Committee. Following discussion, Mr. Remmert agreed to be the Board's alternate delegate to attend meetings of the Permanent Building Committee.

Building Program Outline distributed and approved for sending on.

Mr. Remmert to be alternate to Permanent Bldg. Com.

AMERICAN LIBRARY ASSOCIATION EXPENSES FOR DIRECTOR

Mr. Fish then presented his request for $515.58 from Trust Funds for reimbursement for expenses incurred in attending the last two annual conferences of the American Library Association Conference. He explained that, due to limited travel money for the Town at large, he had received only $134.32 reimbursement from the Town. It was agreed to grant the Director's request and charge this money to the $750 of Trust Funds budgeted for this amount, with the understanding that the budget might be adjusted during the year.

Request for $515.58 reimbursement for ALA expenses approved.

FILE ENVELOPE

The sealed envelope relating to J. M. Hodgkins' file for September through November 1976 was discussed. It was agreed by the Board, the Director, and the Assistant Director that the envelope had outlived its usefulness; it was turned over to Mr. Fish to be destroyed.

Agreed that file had outlived usefulness; to be destroyed.

The meeting was adjourned by consensus at 10:15 p.m.

Respectfully submitted,
Jean Mc Intyre Hodgkins
Jean McIntyre Hodgkins
Assistant Director

REPLACEMENT

Mr. Fish explained that this year there would be a Capital Projects Committee, which would review all capital requests for over $5,000. These items would be pulled out of individual budgets and put into separate warrant articles. Potential Library projects in this category included the addition and renovation, cleaning and pointing the exterior of the building and a bookmobile.

Capital Projects Committee for items over $5,000; 3 potential Library projects.

Mr. Doyle then reviewed possible Capital Outlay items, requested last year and not granted, arriving at a total of $3,650 for those requests. After further review of the budget process over the last year, Mr. Doyle moved that Option A, as amended by the Board, be presented to the Town Manager in Round 1; Mrs. Pinckney seconded the motion, and it passed. With the Board's amendments, this option reduced the total budget by $17,483. After discussion, it was concluded that no Trustee was available on Thursday to meet with the Director and Manager concerning the budget.

Possible Capital Outlay items for $3,650.

VOTED: Option A as amended by Board by submitted Round 1; reduction of $17,483.

BUILDING PROGRAM

Mr. Fish then distributed the "Robbins Library Building Program--Preliminary Outline" which he and Mr. Doyle had prepared. Mr. Doyle explained briefly the process gone through to arrive at the figures. It was agreed to send the program to the Permanent building Committee. Following discussion, Mr. Remmert agreed to be the Board's alternate delegate to attend meetings of the Permanent Building Committee.

Building Program Outline distributed and approved for sending one.

Mr. Remmert to be alternate to Permanent Bldg. Com.

AMERICAN LIBRARY ASSOCIATION EXPENSES FOR DIRECTOR

Mr. Fish then presented his request for $515.58 from Trust Funds for reimbursement for expenses incurred in attending the last two annual conferences of the American Library Association Conference. He explained that, due to limited travel money for the Town at large, he had received only $134.32 reimbursement from the Town. It was agreed to grant the Director's request and charge this money to the $750 of Trust Funds budgeted for this amount, with the understanding that the budget might be adjusted during the year.

Request for $515.58 reimbursement for ALA expenses approved.

FILE ENVELOPE

The sealed envelope relating to J. M. Hodgkins' file for September through November 1976 was discussed. It was agreed that the envelope be turned over to Mr. Fish to be destroyed.

File to be destroyed.

The meeting was adjourned by consensus at 10:15 p.m.

Respectfully submitted,

Jean McIntyre Hodgkins
Assistant Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

October 3, 1978

The Board of Trustees of the Robbins Library met for its regular meeting on October 3, 1978 in the Director's office. In the absence of a chairman, the meeting was called to order by consensus at 8:00 p.m. In attendance were Mr. John Doyle, Mrs. Janemarie Hillier, and Mr. George Remmert of the Board, Library Director James Fish, and Mrs. Rosalind Kantrowitz of the staff.

Mr. Doyle suggested the minutes of the August 28 meeting be revised so that the entire sentence relating to the file envelope would read "It was agreed that the envelope be turned over to Mr. Fish to be destroyed."

Correction of August 28, 1978 minutes.

Mr. Fish read a letter (September 23) from the Town Hall Beautification Committee requesting the release of two paintings under the jurisdiction of the Robbins Library to Morton C. Bradley for restoration. The paintings in question are those of Amos and Adelia Robbins. While wishing to cooperate with the committee, the Board raised several questions about the intended use of the portraits and just what items are under the jurisdiction of the Board.

Request for release of two paintings for restoration.

In a related matter, the Board decided to wait to act on Mrs. Spengler's verbal request for it to use its funds to restore other portraits until estimates for work and the future plans for the hanging of the portraits could be obtained.

In other communication, Mr. Fish read a letter signed by James Forte of the Historical Commission which deemed the new safety railings in front of the main building to be "most inappropriate". Mr. Fish will attend the Commission's October 5 meeting to obtain further information on the group's objections and to explain the rationale behind the railings.

Historical Commissions view of safety railings.

SIMMONS COLLEGE SURVEY

Copies of the conclusion and recommendations from the recent Simmons College library school phone survey were distributed. Some of the highlights were the reenforcement of socio-economic findings from the community analysis (e.g. 46.1%of respondents had at least some college, 35.7% were "white collar"); reading and listening to music heading the list of activities "particularly enjoyed"; 70% spending at least 3 hours a week reading newspapers and magazines; 83.5% owned at least 26 books; 63.1% having been to at least one of the library facilities during the past year and 41% of the library goers having visited them at least 12 times; 62.9% had library cards; 78.7% stating that it is "very important" to them that Arlington have a public library; "information" in its various forms heading the list of services that respondents would be most interested in using; the respondents having been virtually equally split on the question of large central vs. smaller more convenient branch libraries; and only 7.3% as ever having attended a Robbins Library Concert Series. In general, the survey showed strong support for library service, reenforcing earlier surveys (e.g. that of the CIC).

Summary of survey conclusions.

Mrs. Hillier suggested that Advocate be contacted for a possible feature article on the survey findings.

FY 80 BUDGET REQUEST

Mr. Fish outlined his discussions with the Town Manager re the Budget and his plan to cut back by the 10% level the Manager requested. The Board felt it could not go along with the entire plan, but the deletion of a part-time professional library assistant and one custodian and a reduction of about $5,500 in capital outlay were approved. Further discussion focused on the expenses budget. The final figures agreed upon were:

Final Figures of 10% Budget Cut Back.

	FY80 Request
Heating Fuel	$ 9,975
Records	3,000
Books	86,000
Periodicals	10,000
Custodial Supplies	2,000
Auto Maintenance	300
Library & Office Supplies	15,000
Assn. Dues	525

Deletion of
P.T. Lib. Assistant

Films	700
Microfilm	1,100
Postage	4,200
Telephone	5,300
Binding	3,200
Light & Power	20,000
Building & Grounds	5,000
Furniture & Equipment	1,000
Rental	810
Cleaning Services	750
Contractual Services	1,300
Miscellaneous	1,100
	$171,260

This represented a decrease in the expenses budget, and total reductions of over $20,000 in FY 80 over FY 79.

There followed a discussion of the budgetary roles of the Manager, Director, and Board. The Board felt that the budget submitted was its request and that any further cuts by the Manager might then involve recommendations by the Director as per guidelines from the Manager.

ASSISTANT DIRECTOR STATUS

Mr. Fish explained the Town Manager was deciding whether or not he is willing to fill the vacancy of Assistant Director. In the meantime, the selection process will be suspended.

Selection of Assistant Director suspended.

BILL SCHEDULE SIGNING

It was suggested that the Board enpower the Director to sign bill schedules on a weekly basis to speed up payment. The Board would then review the schedules at its monthly meetings. Payments from Trusts, transfers, etc. would not be affected by this action. The Comptroller will be sent a letter notifying him of this action, effective immediately.

Director to sign bill schedules weekly.

PRINT COLLECTION

The list of acquisitions by the Robbins Prints Collection was presented. It had been sent by the former Curator. The Board expressed some surprise at the list and wondered about its completeness and the location of these items. It was suggested that Mr. Fish write to the former Curator and ascertain that information before the processing of the former Curator's final payment.

Final payment of Curator withheld pending further information.

ELECTION OF OFFICERS

Mr. Doyle nominated Mr. Remmert for chairman. It was seconded by Mrs. Hillier and voted unanimously. Mr. Remmert accepted the nomination and cited the need for the election of a Vice-Chairman at a later meeting because of the inevitability of some business items for which he could not be present. All were grateful for his acceptance.

George Remmert unanimously elected Chmn. of Board of Trustees. Vice Chmn. to be elected at later meeting.

November 21 was the date set for the next regular meeting.

Meeting adjourned at 11:30 p.m.

Respectfully submitted,

James H. Fish
Library Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

of the

BOARD OF LIBRARY TRUSTEES

November 21, 1978

The regular meeting of the Robbins Library Board of Trustees was held in the Director's office on November 21. In attendance were Chairman Remmert, Mr. Doyle, Mr. Earls, Mrs. Hillier, Mr. Fish, and Mrs. Kantrowitz of the library staff. Mrs. Pinckney joined the meeting later.

Mr. Remmert called the meeting to order at 7:55 p.m. and asked that the first item of business be the election of a Vice-Chairman. A motion (Doyle/Earls) that Mrs. Hillier become Vice-Chairman was passed unanimously.

Mrs. Hillier elected Vice-Chairman.

Mrs. Hillier asked if books were being sent to the Boys' Club. Mr. Fish replied in the negative but said that Larry Domingues, Young Adult Librarian, would be sent there to see what the Club is doing and possible ways the library might help.

Y.A. Librarian to seek ways of l being of assistance to Boys' Club.

Town Counsel John Maher arrived to discuss the Town's negotiations with the Professional Association. Mr. Remmert left the meeting and turned the presiding responsibilities over to Mrs. Hillier. The Board members were polled, and the Board moved into executive session at 8:15 p.m.

Board moved into Executive Session with Town Counsel.

The regular meeting reconvened at 10:20 p.m. Mr. Remmert decided to discuss next the question of a reclassification of the Library's bookkeeper. On hand was Mrs. Gladys Terzian, holder of the position in question. When asked, she stated that she felt her job had changed substantially and should be reclassified. A motion (Pinckney/Hillier) was made to recommend a reclassification of the bookkeeper from AG4 to AG6 and was passed unanimously. Mr. Fish will check on the procedure and file the necessary paperwork. Mr. Remmert stated the Board would submit its own reclassification article if necessary. Mrs. Terzian then left the meeting.

Meeting reconvened.

Motion to reclassify bookkeeper to AG6 passed.

The minutes of the October 3, 1978 meeting were accepted as presented.

Minutes accepted.

FY 80 BUDGET

Mr. Fish informed the Board of the status of the FY 80 proposed budget and reviewed an alteration from the original request that would change the Capital Outlay from $5,420 to $31,920. A motion (Doyle/Earls) was made to make this change. It was passed 4 to 1 with Mr. Earls voting in the negative.

Capital Outlay request change

Mr. Remmert suggested the Board submit its own warrant article for cleaning and repairing the exterior of the building. Mr. Fish will prepare a draft of an article and submit it to Mr. Remmert.

Board to submit warrant article for repair and cleaning building.

HISTORICAL COMMISSION MEETING

In other Old Business, Mr. Fish reported that he had attended the October 5 Historical Commission meeting to discuss its concern with the safety railing on the steps of the library. He asked the Commission to submit its specific objections in writing for a possible review by the Trustees. That letter has not as yet arrived.

Historical Commission to submit objections to safety rails in writing.

PRINT CURATOR

Mr. Fish read a letter from former Print Curator Epi Wiese answering the Board's concern over the location of one of the wall hangings that was supposed to be at Fox. Mr. Fish said he would check payments and holdings and locations to obtain the name and present use of this hanging. If it is accounted for, he will release the Curator's final payment. If not, it will be brought before the Board at the next meeting.

Curator's final payment withheld pending location of wall hanging.

ASSISTANT DIRECTOR STATUS

Mr. Fish informed the Board that the green light has been received to hire an Assistant Director and that interviewing has begun again. He will inform the Board of the final interview date.

Assistant Dir. interviews resumed.

NEW BUSINESS

Mr. Fish gave the Board copies of a memo from Ellen Lenart re the condition of approximately 150 World War I posters in the Local History Room. Because of lack of proper storage and no climate control, the posters have severely deteriorated. Cost of repair, restoration and mounting would be approximately $20-40 each. The Board suggested library staff look into possible grant funding for restoration. If unabailable, then disposal either by gift or sale should be considered.

W.W. i posters deteriorated. Staff to seek grant.

YOUR STAMP BOND
SOUTHWORTH CO. U.S.A.
25% COTTON FIBER

LSCA GRANTS

Mr. Fish announced that the library had received two Library Services and Construction Act Grants. One is for "Parent-Toddler Workshops" ($1,590) and the other is for the Community Information Center ($11,011).

Two LSCA Grants received.

DATE OF THE NEXT MEETING

Thursday, December 7, 1978 was selected as the next meeting date.

The meeting was adjourned at 11:45 p.m. An informal inspection of the Junior Library paint job paid for by the Friends followed.

Respectfully submitted,

James H. Fish

James H. Fish
Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

of the

EXECUTIVE SESSION

of the

BOARD OF LIBRARY TRUSTEES

November 21, 1978

The Robbins Library Board of Trustees moved into Executive Session at 8:15 p.m. to meet with John Mahar, Town Counsel concerning the status of union negotiations with the Professional Association. Board members present were Mrs. Hillier, presiding, Mr. Doyle, and Mr. Earls. Mrs. Pinckney arrived at 8:20 p.m. Mr. Fish was also present.

Mr. Maher stated that he was interested in informing the Board of current negotiations and of obtaining the Board's input into the process. Board members had been sent copies of the current contract and the union's proposed changes to the contract, due to expire July 1, 1978.

Mr. Maher went over each of the proposals to get the Board's reactions to them.

Mrs. Hillier questioned the rationale for a two year maternity leave. Mr. Maher stated this would be a departure from the usual one year.

A lengthy discussion followed concerning the "discipline and discharge" proposals. Mr. Maher stated that even though some of the specifics in this section management would probably reject the whole section because its provisions would then be subject to a grievance procedure.

Re "authorized leaves of absences", there were questions about the wording since it was unclear as to whether the Library Director would be approving the conference leave or the conference. There was a negative consensus toward the proposal for "advanced study leave" of 5 hours per week.

Re sick leave, there were positive feelings toward the sick leave buy-back upon retirement, serious questions about buy-back in case of death, and negative feelings about it upon resignation.

It was felt that presenting an employee with the current total of unused sick leave might in some way encourage sick leave abuse. Whenever an employee would inquire, of course, he/she would have a right to that information.

Re holidays, there was a strong feeling against the specifying of Rosh Hashanah and Yom Kippur and for a more general clause allowing employees an opportunity to be released for religious observances and an opportunity to reschedule the missed work time. Mr. Fish suggested that the sentence concerned with pro-ration of holiday credits should specify "permanent" part-time employees.

Re work week, it was felt that nothing should be done to tie management's hands.

Re by-law change, Mr. Maher felt that the Town Manager would never go along with that.

Re new employees - higher grades, it was felt that the Manager would never allow a provision that would take those decisions out of his hands.

Re vacation, Mr. Fish explained what he considered to be the rationale for the first two provisions and that there were some benefits for management from an alteration of the present June 1 "all or nothing approach". He did feel, however, that by referring back to the June 1st situation in the second provision, the union was not clarifying the issue. There were questions about vacation being paid to a dead employee's estate. There was negative feeling toward the provision that sickness during vacation could transform those days into sick leave.

There was also negative feeling toward the proposal that snow energency, etc., closing of the library would reinstate the appropriate leave to those on vacation or ill.

Mr. Maher said he would pass on the union proposal and trustee questions and comments to the Town Manager. He stated that he would give feedback to the Board after meeting with the Manager. He doubted that the Manager would move on the proposals for a while

until there is some clarification of what the new state administration would be doing vis a vis the cities and towns. Mr. Maher said he would be discussing items in more detail with Mr. Fish, and encouraged the Board members to react further or generate their own proposals.

Mrs. Hillier adjourned the Executive Session at 10:15 p.m.

Respectively submitted,

James H. Fish

James H. Fish
Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

December 7, 1978

The regular meeting of the Robbins Library Board of Trustees was held in the Director's office on December 7, 1978. In attendance were Mr. Earls, Mrs. Hillier, Mrs. Pinckney, and Mr. Fish. Vice-Chairman Hillier called the meeting to order at 8:15 P.M.

The minutes of the November 21, 1978 Executive Session were accepted as were those for the November 21, 1978 regular meeting.

COMMUNICATIONS

Mr. Fish read a letter from Arthur Loud of the Permanent Building Committee, requesting that materials received from architects be forwarded to Charles Fagone.

OLD BUSINESS

Junior Library Survey Report

Mr. Fish presented Grace Greene's report on the Junior Library's two evenings open. He cited her statistics that circulation has averaged 37 on Mondays and 60 on Thursdays with the number of users averaging 22 and getting slower. Her feelings were that the small number really appreciates the service, but it is not used strongly. Being open the nights interferes with morning programs and class visits. Mr. Earls suggested that Thursdays only be continued. This will be done through February after which time the matter will be discussed again.

Jr. Lib. nights changed to Thurs. only.

Print Curator

Mr. Fish reported on his attempts to locate all the print collection holdings in order to release the former curator's final payment. Two of the etchings are not yet accounted for and Dr. Wiese has not yet been able to be reached for specific locations. Telephoning will be abandoned and a letter will be sent to her.

Letter to curator re location of etchings.

NEW BUSINESS

Selectmen's Budget Hearing

The library's budget hearing with the Board of Selectmen will take place Saturday, December 9 at 11:00 a.m. It was felt appropriate that Mr. Fish provide the Selectmen with a short written report on the highlights of the library's year.

Christmas Concert

The annual Christmas Concert and Carol Singing will take place on Wednesday, December 13.

Oral History Project

Mr. Fish inquired as to whether the Board wished to continue buying supplies for the oral history project or if the funds should come from the library's regular budget. The Board felt it appropriate to continue its direct sponsorship of this program.

LSCA Grant 10% Reimbursement

The Director made the Board aware of the fact that the two LSCA grants recently received had a requirement of having the recipient pay the final approximately 10% of the funding to be reimbursed by the grant. This is required for the Board of Library Commissioners accounting procedures. The Board felt it was more appropriate for the Town to set aside the $570 needed for this purpose, but that if this could not be arranged, Trust Funds could be used for this purpose providing that it will be guaranteed in writing that when a reimbursement arrived, it would be deposited in Trust Funds General Income to replace the funds used.

Board to fund 10% LSCA reimbursement only if necessary.

Staff Gift from Board

Mrs. Hillier asked the Director to recommend an appropriate Christmas gift to the staff from the Board. If Mr. Fish finds a good suggestion, he will contact her to poll other Board members.

Date of Next Meeting

The next meeting date was left unscheduled pending a determination by the Chairman.

Meeting was adjourned at 8:55 p.m.

Respectfully submitted,

James H. Fish

James H. Fish
Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
January 2, 1979

The regular meeting of the Robbins Library Board of Trustees was held in the Director's office on January 2, 1979. Chairman Remmert called the meeting to order at 7:47 P.M. Also in attendance were Mr. Doyle, Mrs. Pinckney, Mr. Fish, and Mrs. Kantrowitz and Mr. Blumenthal from the staff.

The minutes of the December 7, 1978 meeting were accepted as presented.

COMMUNICATIONS

Mr. Remmert informed the Board of the Arlington Art Association's request to hold OPUS VII at the Robbins Library April 23 through May 5 with a reception by invitation only on April 22 from 7-9 P.M. A motion to grant the request (Doyle/Pinckney) was passed unanimously.

Arl. Art Assoc.
OPUS VII to be
held at Robbins.

A request from the Council on Aging for holding free income tax counseling to senior citizens at Dallin on Wednesdays, 10-12 Noon, in February, March, and early April was passed unanimously.

Senior Citizen
tax counseling at
Dallin.

Mr. Remmert also read a letter from the Personnel Board stating that the library's request for a change in the bookkeeper's classification had arrived too late for consideration. The Board will proceed with submitting a separate Town Meeting Article. Mr. Fish will contact the Personnel Board explaining the situation so that no one will think the Library is attempting to avoid the process.

Town Meeting
article for re
classification
of bookkeeper
submitted.

OLD BUSINESS

Hearing with Selectmen

Mr. Remmert reported that the budget hearing with the Selectmen went well. He was particularly pleased with the fact that everyone seemed to support the idea of doing the work on the building's exterior even though it will be a separate article.

Selectmen supportive of exterior work on
Library

Staff Gift

The Board approved the purchase of a broiler-oven for the staff room.

W. W. I Posters

The Board discussed the W. W. I poster situation. It was suggested that a committee, to include a local history expert, go through the posters together, and get exact numbers for those the committee would recommend be kept and repaired and those that might be sold or given away.

Committee to examine W.W.I Posters.

NEW BUSINESS

Library Programming

Mr. Fish presented a compilation of Library programming to be done between January and June, 1979. In the discussion, Mr. Doyle suggested that Town Counsel John Maher to contacted for the wording of some sort of idemnification form to be signed by people putting on programs in order to protect the Library in case someone might sue because of poor advice, copyright enfringement, etc.

Idemnification form to be considered for protection of Library.

Town Meeting Warrant Articles

The Board will sponsor two articles, one for the exterior building cleaning and the other for the bookkeeper reclassification. Mr. Fish will check with the Town Counsel for wording of the articles.

Board sponsors two Town Meeting Warrant articles.

Assistant Director

Mr. Fish announced the appointment of Nancy A. Wise as Assistant Director. Ms. Wise comes from Missouri and will begin February 16.

Nancy A. Wise new Assistant Dir.

Proposal to Arts and Humanities

A lengthy discussion followed concerning the possibility of a grant proposal to the Mass. Council on Arts and Humanities. Mr. Fish explained something of a dilemma in that a proposal based on a continuation of present activities would stand little chance of funding and that a proposal standing a better chance would probably mean a significant alteration in the approach of the current Series or a possibility of a second series. The question was raised to obtain the Board's feelings. The consensus was that a proposal should be submitted with input from the Music Director along the lines of what is being done presently.

Concert Series Grant proposal discussed.

Renewal of Trustee ALA Memberships

In response to the question of whether the Board wished to continue individual ALA memberships, the consensus was in the positive.

ALA memberships approved.

Director's Report

Mr. Fish reported on the installation of the Tel-Med medical phone information service just begun; the release of the Print Curator final payment; and the retirement of Arthur Galluzzo from the custodial staff.

Date of Next Meeting

February 6 was selected as the date of the next meeting.

Mr. Doyle moved that the Board go into Executive Session to discuss strategy with regard to union contracts. The members were polled in the affirmative, and the meeting moved into Executive Session at 9:45 P.M.

Executive Session
called to discuss
union contract.

The regular meeting resumed at 9:55 P.M. and was immediately adjourned.

Respectfully submitted,

James H. Fish

James H. Fish
Director

JHF/jep

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Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
EXECUTIVE SESSION
OF THE
BOARD OF LIBRARY TRUSTEES

January 2, 1979

The Robbins Library Board of Trustees moved into Executive Session at 9:45 P.M. to discuss strategy with regard to union contracts.

Board members present were Mr. Remmert, Mr. Doyle, and Mrs. Pinckney. Also in attendance was Mr. Fish.

Mr. Doyle discussed the deployment of custodial hours in light of the hiring of a new custodian. Mr. Fish explained that the new person would probably be put on nights, a shift temporarily suspended when a custodial position was phased out.

Mr. Doyle asked if it were possible to change the shifts of current employees in, perhaps, establishing a precedent for the flexible use of custodial time. Mr. Fish stated that he had been informed by Properties and Natural Resources that such an action could be accomplished only through the collective bargaining process.

Mr. Doyle wondered about the risks if such an action would be taken outside that scope and suggested that the Town Counsel be contacted on the issue.

The Executive Session was adjourned at 9:55 P.M.

Respectfully submitted,

James H. Fish

James H. Fish
Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

February 6, 1979

The regular meeting of the Robbins Library Board of Trustees was held in the Director's office on February 6, 1979. Chairman Remmert called the meeting to order at 8:05 P.M. Also in attendance were Mr. Doyle, Mrs. Hillier, Mr. Fish, and Mr. Blumenthal from the staff.

The meeting immediately moved into "Old Business" to meet with Mr. Forte to discuss the grant proposal to the Mass. Council on Art and Humanities for the Concert Series. Mr. Forte reported on the recent visit to the Council by Barbara Allen, Jim Fish and himself to obtain application forms and to obtain information about getting a proposal funded.

Mia Goldman of the Council staff recommended that to increase chances of funding any proposal be submitted under the "Community Arts" panel and would then relate to needs in the community. Mr. Forte then outlined a new approach for the Concert Series that he had discussed with Mrs. Allen and Mr. Fish. The proposal would focus on seven concerts of a similar nature to those being done presently. Another seven would consist of three for the elderly with transportation provided, three young people's concerts, and one educational one. There might be an experiment or two with Sunday afternoon scheduling for these.

New approach to Concert Series discussed.

Mr. Forte then reviewed the budget for the proposal, the total for which was $8,464. He asked if the Trustees wished to include a salary for the Music Director. The Board felt that this would be appropriate. Mr. Forte suggested the same amount ($10,000) that was submitted in past proposals. The Board agreed and expressed approval of the entire proposal. Mrs. Allen, Mr. Forte and Mr. Fish will finalize the proposal, due Friday, February 9.

Salary for Music Director included in Concert Series proposal.

Mr. Forte left the meeting at 8:35 P.M.

The minutes of the Executive Session on January 2 were approved with the correction of a typographical error in the third paragraph so that "hiring" replaces "firing". The minutes of the regular January 2 meeting were approved with a minor addition of "copyright enfringement" after "poor advice" on page 2, the last sentence in the paragraph on "Library Programming".

Correction in Exec. Minutes

Addition to Reg. Meeting Minutes.

COMMUNICATIONS

Mr. Remmert read the "thank you" note to the Board from the staff for the Toaster-Oven.

Mrs. Hillier suggested that a letter of appreciation be sent to Arthur Galluzzo on the occasion of his retirement from the custodial staff. Mr. Fish will prepare one for Mr. Remmert's signature.

Letter of appreciation for retired custodian.

OLD BUSINESS

Finance Committee Hearing re Building Exterior

Mr. Remmert reported that the hearing with the Finance Committee about the warrant article to clean and repair two sides of the building went well but that we will not know its recommendation until all decisions are made.

NEW BUSINESS

Hearing re Bookkeeper Reclassification

The hearing with the Finance Committee on Article 33, the possible reclassification of the bookkeeper, will be held Wednesday, February 14 at 8:25 P.M. in the Town Hall Hearing Room. Despite the Trustees' requests, a meeting with the Personnel Board to obtain its opinion and possible support will probably not be a possibility before that time. Mr. Remmert will also be sending a letter to the Town Manager outlining the situation in the hope of getting his backing also.

Chmn. to outline bookkeeper status to Town Mgr. for his backing.

Meeting with Library Sub-Committee

In response to Mr. Doyle's inquiry, Mr. Fish outlined the status on a possible meeting with the Library Sub-Committee of the Finance Committee. Mr. Tobey is currently on the West Coast on business. He had hoped to set up a meeting before his departure but that proved impossible. He then left it up to Mr. Perry, his colleague on the Sub-Committee, to set up another time. Neither Mr. Remmert nor Mr. Fish has been contacted to date.

Meeting with Sub-Com. sought.

Information Center Advisory Committee

Mr. Fish announced that the first meeting of the Information Center Advisory Committee will be held Tuesday, February 20 at 7:30 P.M. at Fox. Representatives from eleven different groups or organizations have been invited, as well as interested individual citizens, to provide input into the process of planning and implementing the Information Center.

Information Advisory Com. to meet 2/20/79

Trust Funds Investment

Mr. Doyle stated that Town Treasurer Bilafer contacted him that the Board has a $6,000 certificate coming due on the 15th of the month. This reminded him of his concern over the possible need for professional management of the trust investments for maximizing safe yield. He proposed writing some specifications within the next couple of months for someone to do this. He also suggested a short-term investment of the $6,000 pending the outcome for investing the funds. The other members present felt this a good approach.

Trust Fund certificate due. Professional management of investments to be studied.

Mr. Doyle also suggested that Mr. Remmert as Chairman should have his signature on the Trustees' safety deposit box at Harvard Trust. This will be arranged with Mr. Bilafer.

DIRECTOR'S REPORT

Mr. Fish underscored the highlights of 1978 statistics which showed some very impressive gains in many areas of little use and some increased in virtually every category.

Gains made in all areas of library.

He also mentioned that National Library Week (April 1-7) plans are beginning to take shape and suggested that a trustee member of the planning committee might prove very worthwhile. Mrs. Hillier volunteered.

Mrs. Hillier to help with NLW planning.

Arthur Galluzzo's retirement party will be held at 3:00 P.M. on February 14.

Nancy Wise will assume her duties as Assistant Director on February 16.

DATE OF NEXT MEETING

Tuesday, March 6 was the date set for the next regularly scheduled meeting.

The meeting was adjourned at 10:15 P.M.

Respectfully submitted,

James H. Fish

James H. Fish
Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

March 6, 1979

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:40 P.M., Tuesday, March 6, 1979 by Chairman George Remmert. Also attending were Mr. Earls, Mrs. Hillier, Mrs. Pinckney, Mr. Fish, Ms. Wise and Mrs. Kantrowitz.

The minutes of the previous meeting were accepted without addition or correction.

COMMUNICATIONS

Mr. Remmert read a letter dated February 15, 1979 which he received from Ms. Tania Messina in which she expressed concern over the behavior and noise level of youngsters in the Robbins Library between the hours of 2:00 and 6:00 P.M. She stated that the youngsters were rude, arrogant and did not listen to supervision. Mr. Remmert also read the response Mr. Fish sent to Ms. Messina in which he thanked Ms. Messina for her letter and explained that he was aware of the noise and discipline problem. He had recently discussed the issue at a supervisor's meeting and two staff meetings. A memo from Mr. Fish which was sent to the staff about the problem was distributed to the Board. He stressed that the situation had improved and that the staff will continue to work on the problem.

Patron letter of protest on discipline and noise read.

A short discussion of the discipline and noise problem was then held. Mrs. Pinckney stressed that it is important that the staff know that the administration will support them in any disciplinary action they take and Mrs. Hillier agreed. Mr. Fish felt that this was not a problem in the library. He also stated that the physical layout of the building, with its many rooms and hard wall and floor surfaces not absorbing sounds, would always contribute to difficult situations, making it all the more important that library staff be aware and be in control.

Board offers support of any disciplinary action taken by staff.

OLD BUSINESS

The closing of the Junior Library on Thursday nights was discussed. Mr. Fish reported that an average of 11 people checked out an average of 29 books in the Junior Library on Thursday nights. Mr. Earls moved that the opening of the Junior Library on Thursday nights be discontinued. It was seconded and passed. The Junior Library will now close at 6:00 P.M. on Thursday nights.

Junior Library to close Thursday nights.

Mr. Remmert reported that the meeting with Bill Tobey and Jack Perry on the Finance Sub-Committee seemed to have gone well. Mr. Fish stated that the Finance Committee's recommendations on the Budget and Warrant articles were not yet published.

NEW BUSINESS

The recently published recommendations of the Citizen's Involvement Committee were discussed. Mr. Fish said there appears to be no real problem with the recommendations since they are what the library was planning on doing anyway as it establishes the Information Center.

Info. Center to cover CIC recommendations

DIRECTOR'S REPORT

In addition to the Director's Report submitted, Mr. Fish mentioned that the Fox Branch was again used as a polling station for the recent town election. The voting booths were moved upstairs this time so elderly citizens would not have to negotiate the steps. The Fox Branch staff reported that the polling went smoothly and Mr. Remmert added that he stopped in on Saturday and agreed it went well.

Fox Branch polling station during 3/3/79 election.

Mr. Fish reported that the Robbins Library Basketball Team won its first game.

Mr. Fish informed the Board that the unemployment benefits of Mrs. Epi Wiese are being disputed by the town on the grounds that she was under contract to the library rather than being a town employee. The Division of Employment Security is reviewing the case.

Unemployment benefits for Ms. Wiese disputed by Town.

The possibility of the library utilizing the proposed cable television being discussed by the town was brought up. Mr. Phil McCarthy, Chairman Pro-Tem of the CATV Committee, asked Mr. Fish to report how the library could use this new medium, and Mr. Fish is compiling such a report.

CATV Committee seeks report from Library on possible Library use.

OTHER BUSINESS

Mrs. Hillier brought up the Arlington Salutes Its Youth Program. She suggests the library participate in this program in a more substantial way than it has previously. Mr. Fish said this would be done as soon as he receives more information on the program.

Library to participate in Arlington Salutes Its Youth program.

Mrs. Hillier asked if the Rare Book Appraisal would be repeated. Mr. Fish said it probably would be.

The success of the Sunday hours was brought up. Mr. Fish said the circulation on Sunday continues to increase, as does use of virtually all departments.

Sunday use of Library increases!

Mrs. Hillier asked if, following the Board meeting, a tour could be taken to view the new signs and to hear the Tel-Med tapes. The Tel-Med service ended at 6:00 P.M., but the sign tour was agreed upon.

Board views new signs.

Mrs. Pinckney asked the Board to consider dividing up responsibilities among themselves to enable them to act, rather than react, to matters. She believes the Board loses touch when they simply react.

The status of the building program was brought up. Mr. Fish said he believes the issue is at a stand-still with no federal funds available and little hope of a bond issue passing Town Meeting at this time.

Mr. Earls asked about the status of the Council on Arts and Humanities grant. Mr. Fish said they are still waiting for a response, probably in the summer.

Await word on Arts and Humanities grant.

Mrs. Pinckney suggested the library investigate the grants offered by the Foundation for Humanities and Public Policy, a state agency affiliated with the National Endowment for the Arts. Mr. Fish said he would look into this.

Investigate possible grant from Foundation for Humanities & Public Policy

DATE OF NEXT MEETING

The next regularly scheduled meeting will be April 3.

The meeting was adjourned at 8:30 P.M. A tour to view the new signs followed the meeting.

Respectfully submitted,

Nancy Wise

Nancy A. Wise
Assistant Librarian

NAW/jep

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

MAY 1, 1979

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:50 p.m., Tuesday, May 1, 1979 by Chairman George Remmert. Also attending were Mr. Doyle, Mr. Earls, Mrs. Pinckney, Mr. Fish, Ms. Wise and Mrs. Kantrowitz. Mrs. Hillier arrived later.

The minutes of the previous meeting were accepted without addition or correction.

COMMUNICATIONS

Mr. Remmert read a letter of resignation received from Mrs. Elinor Leonard, Head of the Circulation Department. Mrs. Leonard, who is retiring, stated in her letter that July 6, 1979 will be her last day of employment. Mr. Doyle moved that the resignation be accepted with regret. Mr. Earls seconded the motion. The motion was approved unanimously. A letter from the Board will be sent to Mrs. Leonard thanking her for her years of service.

Head of Circulation resigns. Board accepts with regret.

Mr. Doyle asked about a state aid check which had been received in the Treasurer's office for $18,000. Mr. Remmert brought up using that money to pay for the building cleaning which will be discussed later at Town Meeting. Mr. Fish will make sure the money is still available before it is dicussed at Town Meeting.

Possible use of state aid check for building cleaning.

Mr. Doyle asked about the success of the copy machine. Mr. Fish said right now there is approximately $5,000 in the copy machine fund. Discussion was held about changing the type of copy machine. Mr. Fish will look into the feasibility of changing machines and will aslo obtain a status report on the copy machine fund for the next meeting.

Possible change of copier.

Mr. Fish mentioned that as of April 30, 1979 there was $15,026 available in trusts' General Income Funds.

OLD BUSINESS

Mr. Fish discussed the options available to the Trustees in the unemployment benefits case of the print curator. The two options available are 1) the Board can pay benefits due this

Options in unemployment benefits.

individual and any other future employees of the Board or 2) the Board can pay a percentage of its quarterly payroll in unemployment taxes. The percentage would be 3% for 1975-76; 4.7% for 1977 and 5.1% for 1978-79. Mr. Fish stated that the money would come out of the print fund. Mr. Earls asked if there would be a 25% penalty assessed against the Library. Mr. Fish believed that even if there was a penalty, the second option would still be less expensive than the first in this specific situation. He also stresses that future problems will probably be avoided if any needed personnel are obtained on a contractual rather than regular basis.

The status of library-related town meeting articles was then discussed. The article to re-classify Mrs. Terzian, to a Principal Clerk and Bookkeeper was defeated narrowly. The reclassifications of the Adult Services Head (up) and Young Adult Librarian (down) did pass, though. The Library budget passed without any discussion. The building cleaning article was postponed until June.

Town Meeting Articles. One rejected - two passed.

The indemnification forms drafted by the Town Counsel were then discussed. Mr. Fish explained that the Counsel believed the form was not necessary for any informational programs which were offered free of charge but would be for those that might be inherently dangerous (e.g. live animal shows). Mr. Doyle suggested the forms be routinely used for every program to avoid any possible problems. Mr. Fish said this change would be made.

Indemnification forms to be used at all programs.

NEW BUSINESS

Mr. Fish described an upcoming summer program in which the Library would charter a bus to take patrons and staff to Tanglewood to hear a concert by the Boston Symphony Orchestra. Participants will purchase tickets for $10.00 to attend the concert and will pay $6-7 each for the cost of the bus. Mr. Fish stated that to facilitate the planning $980 would be needed in advance to purchase tickets. The money will be reimbursed as people buy their tickets. Mr. Earls moved that $1,000 in general income from trust funds be appropriated for the Tanglewood program. Mr. Doyle seconded the motion. The motion was passed unanimously.

Tanglewood Concert.

Mr. Fish stated that the Library had submitted an intent to file for an LSCA grant for services to the elderly. The deadline for submission of such a grant is June 8.

Discussion was then held about recent communication between Mr. Fish and Mr. Philip McCarthy regarding proposed cable television in Arlington. Mr. Doyle expressed great interest in the library's involvement in cable television. He asked about other libraries that house the cable stations. Mr. Fish reported that several libraries have had mixed experiences. Some have found a library's

Cable TV pros and cons.

involvement in CATV to be a great benefit to public service. The biggest problem seems to be the considerable staff time involved if the library does actual original programming.

DIRECTOR'S REPORT

First, the most important, the Robbins Library Volleyball Team won its match with the Wakefield and Framingham libraries.

Circulations increase!!

The circulation statistics showed an increase in every department so far this year, continuing the trend of 1978. Mr. Earls asked to what these increases can be attributed. Mr. Fish stated that he believed the increases were caused, in part, by: improvements in technical services processing procedures; book ordering changes in the branches; the accurate advance purchasing of materials by Ms. Debbie Apling and others; extensive weeding; improvements in the physical environment in the Junior Library; new merchandising techniques; and more programming.

NLW great success.

Mr. Fish reported that the Library's activities for National Library Week were very successful, with a total attendance of approximately 750 people.

A business services brochure is being prepared and will be completed soon. Mr. Bob Murray and the Chamber of Commerce will be consulted on the brochure.

Survey shows library 1st in user satisfaction.

Mr. Fish called attention to the survey of town residents done by the town. The results showed that the Library was first in user satisfaction, but it also was first in the list of services (compared to education, community safety, public works, and human resources), to be cut if budget restraints necessitated eliminating services.

The Library will participate in the Salute to Youth Program to be held Sunday, May 6.

Mr. Fish reported that the annual report which was recently printed will be distributed soon.

The Information Center should be operational Oct. 1, 1979.

Question of building program reopened.

Mr. Fish asked what the Board wanted to do about the building program. Mr. Doyle suggested the Trustees organize a push for the building now since another department is planning to lobby for a new building and he was afraid the library's building would become a second priority after that building. It was decided that Mr. Remmert will discuss the building program with Mr. Arthur Loud of the Permanent Building Committee. Mr. Fish will obtain a copy of what has been done so far on the building program for Mr. Remmert.

Mr. Fish announced that the Library is now closed on Sundays.

It was decided that the next meeting will be held at 7:30 p.m. on Tuesday, June 5.

Mr. Doyle moved the meeting be adjourned. It was seconded and voted. The meeting adjourned at 9:15 p.m.

Respectfully submitted,
Nancy Wise
Nancy Wise
Assistant Director

NW/jep

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
JUNE 5, 1979

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:50 p.m., Tuesday, June 5, 1979 by Chairman George Remmert. Also attending were Mr. Doyle, Mr. Earls, Mr. Fish, Ms. Wise and Mrs. Kantrowitz.

The minutes of the previous meeting were accepted without addition or correction.

COMMUNICATIONS

Mr. Remmert read a letter of resignation received from Miss Ruth Philpott, a Library Assistant in the Circulation Department. Miss Philpott, who is retiring, stated in her letter that August 1, 1979 would be the effective date. Mr. Earls moved that the resignation be accepted with regret. Mr. Doyle seconded the motion, which was approved unanimously.

Miss Philpott to retire.

Mr. Remmert announced that a check in the amount of $1,000 had been received from the estate of Amy Esther Schwamb as per her instructions in her Last Will and Testament. Accompanying the check was a copy of the release, but no copy of the pertinent paragraph of her will. Mr. Earls stated that he will go to the probate court and check on the will.

$1,000 received from Schwamb estate.

Mr. Remmert read a letter to Mr. Scott Plumb and Mr. James Forte at the Arlington Council on Aging from Mr. Vernon Alden, Chairman of the Massachusetts Council on the Arts and Humanities which stated that the Council has agreed to assist the program which Mr. Plumb and Mr. Forte had described. The Council will grant an amount not to exceed $350.00 for the payment of musicians' fees.

Concert for elderly given funds.

OLD BUSINESS

Mr. Fish stated that the Library-sponsored trip to Tanglewood to attend a concert by the Boston Symphony Orchestra has been moved to Sunday, July 15 because tickets were unavailable for previously discussed dates. The Art & Music Department has received the tickets and they are selling extremely well.

Tanglewood Concert July 15.

Mr. Fish announced that as of April, 1979 there was $6,600 in the copier fund. He stated that the copy machine makes approximately $100.00 per month profit. Mr. Earls asked why Mr. Fish was considering changing the machine. Mr. Fish stated that the machine the Library is now using does not reproduce pictures well, will not duplicate material printed on colored paper and does not make as clear a copy as other machines. However, he had found that it would cost approximately $960.00 to buy out of the Library's current contract for the copy machine. Therefore, Mr. Fish advised that, unless he can find an acceptable alternative, he recommends keeping the current copying machine until the current contract expires in June, 1980.

Copier contract in effect until June, 1980

Alternative sought.

Mr. Remmert said that the remaining Town Meeting Warrant Article for the chemical cleaning of the Library building will be discussed at the Town Meeting Wednesday, June 6.

NEW BUSINESS

Mr. Fish stated that an LSCA grant proposal for approximately $17,000 for service to the elderly will be submitted Friday, June 8. A goals and objectives statement for the elderly project was distributed. Mr. Remmert moved that the Board Chairman or Vice-Chairman be authorized to execute the grant. The motion was passed unanimously.

Two grant proposals to be submitted.

Mr. Fish stated that annual employee evaluations had begun and were scheduled to be completed by June 22. He stated that currently the professional union has been discussing a management by objectives form of evaluation in their negotiations. Mr. Earls asked if this would change the June 22 deadline for immediate evaluations. Mr. Fish stated that it might effect the import of the current evaluations since attention would be placed on the MBO evaluations if they are to be implemented.

Employee evaluations.

Mr. Fish announced that a retirement party for Mrs. Elinor Leonard will be held June 10 at the Colonial Hilton. All board members are invited to attend.

Mr. Doyle then mentioned that he had a prior engagement and he must leave the meeting soon. Before he left, he wanted to make known his priorities for the management objectives for the coming year. He would like to see the objectives reflect a commiment to the Library's involvement in cable television and other electronic information transfer devises in which may lie the future of library service. Mr. Fish stated that he has been in contact with three cable television companies as well as Mr. John Walkinshaw of the CATV Study Committee. Mr. Fish stated that other libraries have experimented with housing the CATV station in the library and producing original programming. However, he stated the problem involved is that such a venture can require large amounts of staff time. Mr. Doyle then stated that he would like the objectives to

Mr. Doyle states his priorities for management objectives for coming year.

indicate an interest in this area.

Mr. Doyle then stated that the election of officers of the Board is supposed to be done each year at the June meeting. Mr. Doyle moved that the current officers of the Board remain in office. for the coming year. The motion was seconded and passed unanimously.

Trustee Officers re-elected.

Ms. Wise then explained that the page hiring procedures have been changed to include a Page Qualifying Test. To allow for an objective screening of applicants for page positions, a test has been devised to determine each applicant's ability to file, alphabetize and work accurately. The test will be given to all interested applicants on Saturday, June 9. The test scores will be used to determine the order in which the applicants will be interviewed.

Page hiring procedure changed.

Ms. Wise also explained that the title of College Assistant has been changed to Senior Page in order to eliminate the educational descrimination which was inherent in the College Assistant title. To avoid confusion, what were formerly referred to as Pages will now be called Junior Pages.

Title of College Assistants changed.

At this point, Mr. Doyle had to leave, thus leaving only 2 Board members, which was not a quorum. For the remainder of the meeting Mr. Earls, Mr. Remmert and Mr. Fish discussed possible uses for the General Income Trust Funds. The cost and effectiveness of the concert series was discussed and it was decided that the topic would be placed on next month's agenda. Mr. Fish asked if Mr. Forte should be present at this meeting, and Mr. Remmert and Mr. Earls said he should not be present at this meeting, but may be asked to attend a future meeting.

Possible uses of General Income Trust Funds & Concert Series discussed.

DIRECTOR'S REPORT

Mr. Fish announced that a new custodian, Mr. Guy Lalicata, has begun work at the Library and is doing a good job.

New custodian

Mr. Fish stated that the Library will participate in a sidewalk sale to be held June 15 and 16. The Library will have a booth on Massachusetts Avenue with sound and lights displays and perhaps books for sale. Mrs. Kantrowitz will coordinate the booth.

Sidewalk Sale June 15 & 16.

The next meeting of the Board will be held Tuesday, July 3 at 7:30 p.m. The Board members not present at this meeting will be contacted to see if this date is convenient. Items to be discussed at the next meeting include discussion on the concert series, management objectives and General Income Trust Fund budget allocations.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Nancy Wise

Nancy Wise
Assistant Library Director

NW/jep

Robbins Library

700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

JULY 3, 1979

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:35 p.m., Tuesday, July 3, 1979, by Chairman George Remmert. Also attending were Mrs. Hillier, Mrs. Pinckney, Mr. Earls, Mr. Fish, Ms. Wise, and Mrs. Kantrowitz. Mr. Fish introduced Ms. Barbara Nelson, Director of the Reading Public Library, who observed the meeting.

The minutes of the previous meeting were accepted without addition or correction.

Mr. Earls asked about the dispensation of the $1,000 gift to the library from the estate of Amy Esther Schwamb. It was decided this would be addressed later in the meeting.

COMMUNICATIONS

Mr. Fish stated that the library had received a bill from the Division of Employment Security in the print curator case. The bill included a penalty and interest totalling approximately $80.00. Mr. Fish reported that he did not think the penalty was justified, and notified the Division of this complaint, and is waiting for its reply.

Bill received from D.E.S. Director awaits reply to letter of complaint.

OLD BUSINESS

A discussion was then held on the goals for FY80. Mrs. Pinckney stated that, though she agreed with the goals submitted by the administration, she thought they sounded more like management objectives than goals. She believed they needed an umbrella statement under which the goals could be listed.

FY80 goals discussed. To be reworked and ready for next meeting.

Mr. Fish stated that the goals were intended only to be an internal document, and were not designed for public consumption. The goals will be reworked and have objectives added to them for the next meeting.

A discussion of the Friends of the Robbins Library was then held. Mrs. Hillier suggested that members be solicited from a list of people who have attended library programs in the past. Mr. Remmert stated that there is currently no chairperson of the Friends, and that Mrs. Spengler is the Vice-Chairperson. Mr. Fish and Ms. Wise will be working on plans to revitalize the Friends.

Revitilization of Friends planned.

Mr. Charles Cohen of Gestetner Co. then arrived and the trustees observed a demonstration of the Gestetner duplicating equipment.

After the demonstration, a discussion of the Robbins Library Concert series was held. In response to questions, Mr. Fish stated that during the last season the attendance for the series was 1,093, with 300 attending the Christmas concert, 150 attending the National Library Week concert and 125 attending the music teachers' concert. The average attendance per concert was 90 and when the Christmas concert and National Library Week concert were excepted, the average attendance dropped to 60 per concert. From a study conducted at many of the concerts it was determined that 45% of those attending were non-residents and only 13-14% of them were on the mailing list. The series cost approximately $5,000 last year, so the average cost per attendee was $5.00-$6.00.

Attendance at Concert Series discussed.

Mrs. Pinckney asked how this compared to other library programs and Mr. Fish responded that other programs often draw greater attendance at less cost.

Mrs. Pinckney stated that perhaps the concert series has served its purpose and should be ended. She said that the concert series had been designed to serve a specific purpose, i.e. bring cultural experiences to Arlington and it had fulfilled this mission. She stated it had been "a job well done." She then moved that as of the conclusion of the last concert, the concert series be concluded. Mr. Earls seconded the motion.

Concert Series to be concluded

During the discussion on the motion, programs which could replace the concert series were discussed. It was agreed that other programs, such as the trip to Tanglewood to hear the Boston Symphony Orchestra, could be arranged. Mrs. Pinckney suggested that such trips could be arranged to attend an opera or other performance. In this way the community will still have access to cultural programs.

Various cultural programs discussed.

The vote was then held and the motion carried unanimously.

It was then decided that future music programs would be planned by the Art and Music Librarian with help from a committee of community participants. It was suggested that a young person, perhaps a high school student, should be included in this group. It was agreed that Mr. Forte should be included if he would like to be.

Art & Music Librarian and community participants to plan cultural programs.

Mr. Fish will address a letter to Mr. Forte from the Board explaining the changes which the Board made at the meeting tonight.

Mr. Remmert then explained that the Selectmen would use Federal Community Development Block Grant funds for the cleaning of the exterior of the building even though the Town Meeting had defeated this appropriation.

Exterior cleaning.

Mr. Remmert then had to leave the meeting and Mrs. Hillier took charge of the meeting.

A discussion of the FY80 Trust Funds Budget was then held. Mr. Fish stated that the body of the funds total approximately $125,000, with an annual income generated of about $10,000. The income of the funds now totals about $13,000. The copy machine fund has over $6,000 in it.

Mrs. Hillier expressed some concern over using Trust Funds for items like furniture that the Town should probably appropriate. While acknowledging the fiscal situation would probably not yield the funds for such items in the regular budget, she suggested that it might be better to request these items at least once in the budget process and then consider the use of Trust Funds if the money is not appropriated. It was agreed that discussion of furniture items should be tabled until more Board members would be in attendance.

Use of Trust Funds discussed.

The following items were passed: $4,000 for the Gestetner Duplicating Equipment; $1,200 for continuing education; $300 for a reception for the opening of the Information Center; $1,500 for library programming; and $600 plus carryover for the information brochure. The balance of the items will be discussed at the next meeting.

Gestetner purchased.

Mr. Fish then explained the union financial settlements which had been agreed upon. The professional union would be receiving a 4% increase across the board on July 1 and another 2% increase on January 1. They will also implement an evaluation system based on management-by-objectives in which the percentage of merit increase given will be based on the amount of objectives accomplished over the evaluation period. The guidelines for this system have been drafted and job descriptions and standards are being worked on now.

Board informed of unior financial settlements..for professionals

The clerical staff in the library which belongs to Local 680 of AFSME will receive a 3% across-the-board increase July 1, and will receive an additional 2% January 1. Those eligible for merit will receive a 2% merit increase.

Clerical staff given 3% increase 7/1/79.

NEW BUSINESS

Mr. Fish asked if they had any suggestions of people to invite to the Information Reception. The Board of Library Commissionners was suggested.

Mr. Fish then described his idea for an "Energy Month" in October which will be discussed with the Town Manager soon. During this month the library, and perhaps the entire town, will focus on energy problems through programs, debates, book lists, exhibits, etc. Mr. Fish will keep the Board informed on the development of this idea.

Director plans ENERGY MONTH in October.

Mr. Fish then called attention to a proposed National Library Act which is being sponsored by Senators Kennedy and Javitz. The Act calls for a National Library Agency to be established and recommends changing the funding structure of public libraries to 50% state support, 30% local support and 20% federal support. It also would refund library building construction under L.S.C.A. Mr. Fish will keep the Board informed on this Act.

National Library Act sponsored by Senators Kennedy and Jazitz.

DIRECTOR'S REPORT

Mr. Fish announced that Mrs. Janet Holborow has been hired as the new Head of Circulation. The program on antiques was very successful, with an attendance of about 80 people. Mr. Bilafer, Town Treasurer, would like to discuss the consolidation of library trust funds at some time.

New Head of Circulation hired.

It was decided that the dispensation of the Schwamb fund would be placed on the next meeting's agenda.

Schwamb fund discussed next meeting.

Mr. Fish announced that there remain 3 tickets for the trip to Tanglewood which the Board may use. They are to notify Mr. Fish by Thursday if they want the tickets.

Mrs. Hillier asked about the Page Qualifying Test. Ms. Wise explained the scoring and ranking of the results.

Mrs. Pinckney brought up a suggestion that the Board divide up responsibilities among themselves and meet only quarterly. This item will be placed on the next meeting's agenda.

Board to discuss quarterly meetings.

The next meeting will be held Tuesday, August 7 at 7:30 p.m.

The meeting was adjourned at 10:20 p.m.

Respectfully submitted,

Nancy Wise

Nancy Wise
Assistant Library Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
September 4, 1979

The regular meeting of the Robbins Library Board of Trustees was called to order at 8:05 p.m., Tuesday, September 4, 1979, by Chairman George Remmert. Also attending were Mr. Earls, Mr. Doyle, Mr. Fish and Ms. Wise. (Mrs. Pinckney arrived later.)

The minutes of the July meeting were accepted without addition or correction.

BUILDING EXTERIOR CLEANING

Mr. Earls asked about the status of the Main Library exterior cleaning project. Mr. Fish reported that he met with Mr. Larry Deetjen, Assistant Town Manager and Mr. Mike Wright, Head of Properties and Natural Resources, to discuss this project. He has also communicated with the Arlington Historical Commission and the Massachusetts Historical Commission. A future meeting is set with the Town Manager and a professional conservator who might act as a consultant on the project. Mr. Doyle stated that a trustee should be involved in this meeting. It was decided this would be covered when individual trustee responsibilities are discussed.

Conservator to meet with Library Director and Town Manager.

COMMUNICATIONS

A letter from the Historical Commission regarding the cleaning of the exterior of the main library building was received.

A letter from the Massachusetts Board of Library Commissioners had been received, stating that $11,895 had been granted to the Robbins Library through LSCA Special Project Funds for Services to the Elderly. Mr. Fish stated that most of these funds would go toward the purchase of special library materials, such as large type print books.

Library receives grant for Services to the Elderly

OLD BUSINESS

FY80 Goals Statement

Discussion was held on the FY80 Goals and Objectives Statement. Mr. Doyle stated that he believed the sub-goal of developing better service to the Town's business community should not be included under the goal of providing library services to the underserved.

After further discussion, Mr. Earls moved that discussion on the goals statement be postponed until the next meeting, at which time the status of accomplishment for these goals and objectives could be discussed. Mr. Doyle seconded the motion, which passed unanimously.

Amy Schwamb Bequest

The dispensation of the $1,000 bequest given to the library by Amy Schwamb was then discussed. Mr. Doyle stated that if something specific is done with the money, rather that just adding it to the General Income Fund, perhaps it would encourage others to leave money to the library.

Bequest to remain in General Income Fund until specific use can be found.

At this point Mrs. Pinckney arrived at the meeting.

Mr. Doyle moved that the Board consider a specific use for the $1,000, the use of which would recognize the donor. Until such a use is found the money will be held in the General Income Fund. Mr. Earls seconded the motion, which was passed.

Individual Trustee Responsibilities

A discussion was then held on dividing up responsibilities among the four trustees, with the chariman being responsible for general coordination of the responsibilities. A discussion was held about which trustee would take which responsibility. Mr. Doyle suggested union negotiations be added to the personnel responsibility.

Division of Trustee responsibilities to be discussed after Sept. 28.

Mrs. Pinckney suggested the guidelines be left general now so that each trustee can define them better after a trial period.

Discussion was then held concerning Mr. Remmert's upcoming resignation from the Board effective September 28, 1979. It was agreed that the division of trustee responsibilities should be postponed until Mr. Remmert's vacancy has been filled.

Cultural Enrichment Advisory Committee

The Guidelines for the Cultural Enrichment Advisory Committee were then discussed. Mr. Doyle moved that the following changes be made in the Guidelines:

Changes in Cultural Enrichment Series Guidelines.

The number of committee members be changed to seven;

deleting the words under Role of Art & Music Librarian from "...and to serve as its chairman..." to and including "She would then."

Change the last line under Role of Library Trustees to "Appoint the advisory committee, to consider recommendations of the committee, and appropriate necessary funds for approved activities."

Add as #5 Role of Library Director. To coordinate and integrate the Cultural Series with overall library operations and to supervise the preparation of the requests before their submission to the Board of Trustees.

The changes were accepted and the Guidelines were adopted unanimously.

The composition of the advisory committee was then discussed. It was agreed that the committee should include representatives from music, dance, drama, artisan crafts, and the community as a whole. Mr. Doyle will meet with the Art and Music Librarian and Head of Adult Services to discuss prospective committee members. A special meeting of the Board to discuss the composition of the committee might be held to speed up the planning process for the year's activities.

Balance of FY80 Trust Funds

After much discussion on trust fund expenditures, Mr. Doyle moved that $500 for art prints be secured from the Print Fund. Mrs. Pinckney seconded the motion, which passed unanimously. Mr. Earls moved that $1,200 be appropriated for audio-visual security storage and window shades at Fox. The motion died for lack of a second.

Additional art prints to be purchased.

NEW BUSINESS

MLTA Meeting in October

Ms. Wise stated that there was a new address to send registration for the MLTA Annual Meeting. Mrs. Pinckney noted the new address.

MLTA meeting

Meeting Dates through June 1980

Mr. Earls suggested the pre-announced meeting dates of the first Tuesday of each month be adopted. It was so agreed.

Meetings 1st Tues. of month.

Print Collection Insurance

Mr. Fish announced that a list had been compiled by the Art & Music Librarian of all valuable prints and other works of art owned by the library system, arranged by location. The list does not include appraised prices and a discussion may be held later to determine engaging an appraiser to get these prices.

List compiled of prints and other art work.

Bookkeeper Re-Classification

Mr. Fish asked if the library should submit a reclassification request for the Bookkeeper. The Board unanimously agreed it should be submitted.

Reclassification of bookkeeper to be submitted.

Gestetner Machine

The new Gestetner has arrived and Mr. Fish announced it is working very well. Mr. Doyle moved the old mimeograph machine be given to the Council on Aging. Mr. Earls seconded the motion, which passed unanimously.

DIRECTOR'S REPORT

Mr. Fish reported that the library would celebrate Town Day with a library booth. Publicity for the information center, which will be known as The Answer Place (TAP), will be done from the booth.

Town Day & publicity of T.A.P.

October has been declared as Energy Month in the town. Mr. Fish was instrumental in securing this declaration. The library will have many activities centered around energy information in conjunction with this declaration.

Energy Month spurs round of activities

Public Relations efforts at the Robbins Library have increased. Mr. Fish called attention to a listing of public relations projects which are being instituted.

A CETA painter has been hired by the library. He is currently painting public service areas in the main library.

Public Service areas being painted.

A Photography Fair is being planned to instruct people in camera use, September 14 and 15.

Photography Fair 9/14&15

A trip to the Shubert Theatre to attend the musical "Timbuktu" is being planned for September 18.

Musical trip

The management by objectives evaluation system for professional librarians has been implemented.

A committee has been called to begin work in revamping the circulation policies of the library.

The next meeting will be Tuesday, October 2, 1979, at 7:30 p.m.

Before adjourning, Mr. Fish presented to Mr. Remmert a plaque in honor of his service on the Board of Trustees. The Board wished Mr. Remmert well and assured him he would be missed.

Mr. Remmert present with plaque.

The meeting adjourned at 11:15 p.m.

Respectfully submitted,

Nancy Wise

Nancy Wise
Assistant Library Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

October 2, 1979

The regular meeting of the Robbins Library Board of Trustees was called to order at 8:30 p.m., Tuesday, October 2, 1979 by Acting Chairman Janemarie Hiller. Also attending was Mrs. Pinckney, Mr. Earls, Ms. Wise and Mrs. Kantrowitz. Mr. Fish arrived later from another meeting.

The minutes of the September meeting were accepted without addition or correction.

COMMUNICATIONS

Ms. Wise announced that Ms. Chris Heyel, Children's Librarian at the Main Library, has tendered her resignation. She has accepted the position of Director of the Abington Public Library.

Children's Librarian resigns.

Mrs. Hillier discussed the Leveroni Memorial Fund, which could be used in conjunction with the RIF Program.

Mr. Fish entered the meeting then and further explained that the Leveroni Memorial Fund had released to the library a check for $2,850 which could be used in the RIF program, which would match that amount. The RIF Program is designed to place books in the hands of children who do not normally own books. The library could distribute these books through school visits, library tours, programs, etc. It was decided that the books would be stamped with Leveroni Memorial Fund on them.

Leveroni Memorial Fund Money Possible Use by RIF

OLD BUSINESS

Mrs. Hillier stated that due to a schedule conflict she would not be able to attend the MLTA Conference in Sturbridge. However, transportation for Mrs. Pinckney could be arranged if she elected to attend alone.

The Cultural Enrichment Advisory Committee was then discussed. A list of suggested members was presented. It was decided that the people on the list should be contacted and the advisory committee should be convened as soon as possible.

Cultural Enrichment Advisory Com. to convene

The FY80 Goals and Objectives Statement was then discussed. Mrs. Pinckney moved that the Statement be accepted as written. Mr. Earls seconded the motion, which passed unanimously.

FY80 Goals & Objectives Statement accepted

NEW BUSINESS

Ms. Wise reported on the Friends's meeting which was held September 27. She reported that several good ideas were presented at the meeting and that two co-chairmen, Mrs. Michelle O'Neil and Mrs. Ellen Warwick, had been selected. The co-chairs will meet at 1:00 p.m. on Tuesday, October 9 at the library, and the next general meeting of the Friends would be at 7:30 p.m., Monday, October 29 in the Junior Library.

Friends meet and select co-chair persons

Mrs. Hillier then mentioned that she believed it would be appropriate for the Board to send a letter to the Arlington Advocate thanking them for the excellent publicity they have given the library. It was unanimously decided that this should be done. Mrs. Hillier agreed to write such a letter.

Thank you to be sent to Advocate for publicity given library

Mrs. Hillier suggested that an Employee-Trustee Tea or some sort of social gathering be held when the new trustee is selected. It was decided that this will be done as soon as possible after the selection is announced.

Mr. Fish then reported that a grant proposal had been submitted to the Massachusetts Council on the Arts and Humanities to cover the cost of restoring and preserving 32 of the World War I posters which the library owns. The grant requested matching funds up to $1,000 for a total project of an estimated $2,400. It was unanimously decided that a dealer should be called in to determine the worth of the poster collection, with the exception of the 32 posters which will be restored. With the value determined, the Board will discuss whether or not the remaining posters could be sold to pay for the restoration of the original 32 posters.

WWI Posters Grant Proposal

Dealer to appraise remainder of collection

Mrs. Hillier then commended the staff on the excellent job they had done on the Town Day activities. Mr. Fish described his adventure to the roof to affix a 6-foot weather balloon. The raffle for a trip in a hot-air balloon and the free distribution of children's balloons were also explained. It was decided that Mrs. Hillier should compose a letter to the staff from the trustees commending them on the excellent Town Day activities.

Staff Town Day activities commended

Mr. Fish stated that TAP (The Answer Place), the new information and referral service, had begun. He distributed new TAP brochures which explain the new service.

TAP services begin

Mr. Fish also mentioned that the annual report produced by the library had been awarded a public relations award at the recent New England Library Association Conference.

PR award given Robbins by NELA

The Arlington Citizen of the Year Award nominations were then discussed. It was decided that the Board will nominate Mr. John F. Crowley. Ms. Maryellen Remmert would be nominated as "Employee of the Year". Mrs. Hillier read a letter nominating Mr. Crowley and Mr. Fish read a letter nominating Ms. Remmert.

Nominations for Citizen and Employee awards

DIRECTOR'S REPORT

Mr. Fish then reported on the Budget Priority Survey Committee meeting, which he had just attended. He stated that the committe will form two task forces, one to discuss a human services inventory and one to discuss budget priorities. He will join the latter task force, and will suggest that a number of the Adult Services staff serve on the former.

Director attends Budget Priority Survey Committee meeting

Mr. Fish stated that no budget guidelines had been received yet; but the preparation would begin anyway.

Mrs. Pinckney suggested that an emphasis on books be included in all Robbins Library publications. It was decided that this should be done in all future publications whenever possible and/or appropriate.

A discussion of the next theatre trip was then held. It was decided that a trip to see a matinee performance of "Annie" should be planned. It was suggested that perhaps the Friends could sponsor a trip to see "The Nutcracker".

Theatre trips discussed

The next meeting will be at 7:30 p.m. Tuesday, November 6, unless a special budget meeting is called before then.

The meeting adjourned at 10:10 p.m.

Respectfully submitted,

Nancy A. Wise

Nancy A. Wise
Assistant Library Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
November 6, 1979

The regular meeting of the Robbins Library Board of Trustees was called to order at 9:30 p.m., Tuesday, November 6, 1979 by Acting Chairman Janemarie Hillier. Also attending were Mr. Doyle, Mr. Earls, Mrs. Pinckney, Mr. Walkinshaw, Mr. Fish and Ms. Wise.

The new member of the Board, Mr. John Walkinshaw was extended a hearty welcome from the Board. It was decided that a tea would be given for the Board and library staff in Mr. Walkinshaw's honor. The tea will be held Tuesday, December 11 at 10:00 a.m. at the library.

The minutes of the previous meeting were accepted without addition or correction.

OLD BUSINESS

The first item of old business was a discussion of an appraisal of art objects owned by the library which is needed in order to insure the art collection. After a brief discussion Mr. Doyle moved that the library engage a professional art appraiser at the rate of $100.00 per day to appraise the Robbins Library art collection; however, the total cost of the appraisal cannot exceed $700.00. The motion, which was seconded by Mrs. Pinckney, was passed.

Possible uses for Community Development Block Grant money was discussed next. Among the possibilities were building renovations to provide accessibility for the handicapped; completion of the Main Library exterior building cleaning; exterior painting or repairing the front steps at the Dallin Branch; publication of a town-wide agency directory. Mrs. Hillier suggested a study be done to determine how other libraries had used Community Development Block Grants. Mr. Fish said such a study would be done and that further information on these suggestions would be brought back to the Board.

The next item discussed was the trustee contribution to the 1979 Christmas Concert. Mrs. Pinckney suggested that this item should have been included in the 1980 trust fund budget. Mr. Fish stated that the Board had not passed many of the items on that budget. It was decided that the 1980 budget should be dealt with later.

Mr. Doyle then moved that $300.00 be appropriated for the 1979 Christmas Concert. Mr. Earls seconded the motion, which was passed.

The election of a new board chairman was then discussed. Mrs. Pinckney moved that Mr. Earls be chairman. Mr. Walkinshaw seconded the motion, which passed unanimously.

Individual trustee responsibilities were then discussed. It was decided that trustee responsibilities would be divided the following way:

Mr. Doyle - Finance
Mrs. Hillier - Personnel
Mr. Walkinshaw - Communications
Mrs. Pinckney - Buildings and Grounds

Mrs. Hillier suggested that each trustee report on their respective area at each board meeting. Mrs. Pinckney stated that no trustee should work in isolation on their area, but rather should include other board members when appropriate. Mr. Earls stated that, as Chairman, he would like to be kept informed on each responsibility.

NEW BUSINESS

Mr. Doyle then brought up the need for the board to secure a legal opinion on the consolidation of trust funds, as discussed in the previous meeting on this subject. It was decided that Mr. Earls will call a special meeting on this topic when Mr. Doyle receives the legal opinion from the town counsel on this suggested consolidation.

The 1981 Library Budget was then discussed. Mr. Fish explained what "bottom line" and "maintenance of effort" meant. Mr. Walkinshaw suggested that, when the budget is submitted to the Town Manager, it be accompanied with a letter stating that the budget is from the Board of Trustees, and not the Director.

Under Capital Outlay, Mr. Walkinshaw suggested that vertical blinds, rather than drapes, be requested for the Reference Room. Mr. Fish will look into the cost for such blinds in the Reference Room, and also in the Quiet Study Area.

Mrs. Pinckney stated she did not believe the allocation for gasoline was sufficient. Mr. Fish stated he would add more to that item.

Mr. Fish explained that from his meeting that morning with the Town Manager he learned that a new budget will have to be prepared by November 23 which includes energy increases. It

was decided that before that budget is submitted a special board meeting will be called.

The next regular meeting of the Board will be held Tuesday, December 4 at 7:30 p.m. in the Director's office.

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

Nancy Wise

Nancy A. Wise
Assistant Library Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF SPECIAL MEETING

ON

CONSOLIDATION OF TRUST FUNDS

Tuesday, November 6, 1979

The special meeting of the Board of Trustees with the Town Treasurer and representatives of other boards and commissions to discuss the consolidation of trust funds was called to order at 7:30 p.m., Tuesday, November 6, 1979 in the Junior Library by John Bilafer, Town Treasurer. All Board members were in attendance as were Mr. Fish, Ms. Wise, Mr. Tew from New England Merchants Bank, Mr. Maher and representatives from the Cemetery Commission and the Trust Fund Commission.

Mr. Bilafer explained that the main reason he called the meeting together now is that 20% of the $1.8 of town trust funds are coming due in February, 1980. Therefore, now is a perfect time to investigate the possibility of consolidation of trust fund monies.

Mr. Bilafer recommended that the trust funds be consolidated and be professionally invested by the New England Merchants Bank. He introduced Mr. Jim Tew from that institution, who spoke further on the consolidation.

Mr. Tew explained that first, his company would take over cumbersome housekeeping duties of trust fund management. They would handle the renewal and accounting for these funds.

His company would also attempt to increase the return on the trust funds. He stated that overall, as an average, town investments are now earning 6¼%. He stated that his firm could do better than that. Some of their funds earn from 8-9%, though he could not guarantee that performance rate for the Arlington trusts.

Mr. Tew described how the funds could be accounted for separately. He stated that the proportions earned by the cemetery, library and trust fund commissions could be maintained and each separate commission would have their portion of earnings reported quarterly.

The fee which New England Merchants would charge for administering the entire 1.8 million would be $10,700. For them to administer only $1 million it would be $6,900. Mr. Bilafer stated that he will ask that the trust administration fee be taken out of his office's budget.

Mr. Walkinshaw then stated that in the Town Manager Act it states that the library board is responsible for administering library trusts. Therefore,

he questioned if it would be legal for the town treasurer to take over this administration. It was decided that the Town Counsel will issue an opinion on this point. He will also address the question of the legality of paying for investment fees out of trust funds.

Mr. Doyle stated that perhaps the library board would obtain a separate opinion.

It was decided that no further action would be taken until the Town Counsel's opinion is issued. The meeting adjourned at 9:15 p.m.

Respectfully submitted,

Nancy Wise

Nancy Wise
Assistant Library Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

December 4, 1979

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:40 p.m., Tuesday, December 4, 1979 by Chairman James Earls. Also attending were Mrs. Pinckney, Mr. Walkinshaw, Mr. Fish, Ms. Wise and Mrs. Kantrowitz. Mrs. Hillier arrived later.

The minutes of the previous meeting were accepted without addition or correction.

COMMUNICATION

Mr. Earls read a letter from the Social Committee of the Staff of the Robbins Library inviting them to attend a Christmas Brunch on Tuesday, December 18 from 12:00-2:00 p.m. in the Main Library staff room.

Mr. Earls then read a letter to all Town Departments from the Town Manager announcing that town offices will be closed all day Monday, Dec. 24; however, all town employees will be required to make up the three hours work which will be lost due to this closing at the discretion of department heads. Mr. Fish announced that the library will also be closed all day Sunday, Dec. 23 for the holiday.

Mr. Fish then informed the Board that through a verbal communication, the library had been asked by the Lions Club to display drop boxes for eyeglasses donations in each of the three library facilities. The Board agreed to honor this request.

Mr. Fish then stated that no communication had yet been received from the Town Counsel regarding the question of authority over trust fund administration.

OLD BUSINESS

The FY 1981 library budget was distributed and discussed. Mrs. Pinckney stated that she believed the goals for "Administration" outlined in the performance budget were more a description of duties rather than goals. Also, she believed the FY 1980 goals adopted by the Board were still usable for FY 1981.

The line items of gasoline, telephone, library and office supplies, miscellaneous and energy were then discussed. Mr. Walkinshaw suggested the telephone company be asked to supply a breakdown of equipment and services costs. Mr. Fish will look into this.

Mr. Fish then explained that because of the increased use of the Gestetner machine the library's paper costs have increased recently. A job control sheet and memo to the staff about this problem have been generated to try to control this problem.

The line item of miscellaneous was explained and it was decided that for the Board's information a more detailed breakdown of how this money is allocated will be provided.

Mr. Fish explained that a supplemental energy budget request will be submitted for all town departments.

Mrs. Hillier arrived at the meeting at this point.

Mr. Walkinshaw asked if donations have ever been solicited for specific capital outlay items needed. He agreed to investigate this possibility further.

The backlog of books in the circulation department was discussed. Several possible solutions, including the expanded use of volunteers, the hiring of pages in the mornings and the re-arrangement of the slipping room, were discussed. Mr. Walkinshaw will look into the arrangement of the slipping room.

Mr. Fish then informed the Board that Mr. Broderick had completed his appraisal of the art holdings of the library. His report should be completed by the next Board meeting.

Mr. Fish then reported that he met with Mr. Bob Crawford from Norfolk Drape Co. about the purchase of vertical blinds for the Reference Room and the Quiet Study Room. In Mr. Crawford's opinion, vertical blinds were not feasible for the Reference Room due to the type of windows in that room. Vertical blinds for the Quiet Study Room would cost $912.00.

A brief discussion on the purchase of Christmas and Chanukah decorations then ensued.

After further discussion of capital outlay items requested, Mrs. Pinckney moved that General Income Trust Funds totalling $11,000 be allocated as follows:

Circulating realia collection	$1,000
Quiet study remodeling	3,500
Jr. Library carpeting	3,000
Cultural Enrichment Series	3,000
Contingency	500
	$11,000

Mr. Walkinshaw seconded the motion, which passed unanimously. It was decided that drapes for the Reference Room should be requested through the regular town budget. Mr. Fish stated that the library budget will be discussed by the Board of Selectmen on Saturday, Decmeber 8 at 11:00 a.m. It was agreed that Mr. Fish should take a sample of the existing Reference Room drapes with him to exhibit before the Selectmen.

The Christmas Concert and Carol Sing to be held Friday, Dec. 14 was then discussed. It was agreed that the announced program was excellent.

Ms. Wise reported that the Friends of the Library are currently organizing the reception to be held at that program.

Mrs. Hillier reminded the trustees of a Tea to be given by the Trustees for the Robbins Library staff on Tuesday, Dec. 11 at 10:00 a.m.

A status report on trustee responsibilities was then held. Mrs. Pinckney asked that buildings and grounds be placed on next month's agenda. Mr. Walkinshaw reported that he had attended a meeting of the staff public relations committee and was very impressed by the enthusiasm of the committee members. Mrs. Hillier stated that she had met with Ms. Wise about a staff development plan and would meet soon with a newly-formed staff development committee.

NEW BUSINESS

Mr. Fish then explained that an advance of $1,189.00 was needed in order to receive a reimbursement for the remainder of the grant for services to the elderly. Mrs. Hillier moved that $1,189.00 be allocated from the General Income Fund for this purpose. Mrs. Pinckney seconded the motion, which passed.

Mr. Fish requested that $425.00 of the continuing education fund be allocated to enable staff members to attend the American Library Assoc. Annual Conference in New York next summer. It was agreed this money would be allocated for this purpose, with the stipulation that conference attendees report both orally and in writing on the benefits of the conference.

It was agreed that $75.00 of General Income Trust Funds should be allocated to the staff to help underwrite the cost of their upcoming Christmas Brunch on Dec. 18. It was also agreed that Mr. Remmert will be invited to attend the Trustee Tea to be held Dec. 11.

DIRECTOR'S REPORT

Mr. Fish announced that TAP (The Answer Place) has been overwhelmingly received by the community. The response has been so great that the staff

is having difficulty handling all of the questions being received. He has announced a hold on all new projects for the next two months until the staff recuperates from the current influx of activity.

The Cultural Enrichment Series Committee met and would like to plan a museum tour, a special event such as a jazz or mime show and an ethnic festival. Their complete recommendations will be presented later.

The circulation figures for FY 1979 have been completed. They show a total of 416,000, which is a gain of 50,000 over last year. Though two years ago the library circulation was below the state average, the current statistics indicate the library's circulation is now significantly above the state average.

Mr. Fish reported that the recent library-sponsored trip to see "Annie" was very successful.

Mr. Fish announced that the contract with the professional union was recently signed. Mr. Fish stated that the sick leave incentive system and religious holiday provision for that union is different from the settlement for the non-professional union.

The next meeting of the Board will be held Tuesday, Jan. 8 at 7:30 p.m. The meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Nancy Wise

Nancy Wise
Assistant Director

NW:nw

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

SPECIAL MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

December 11, 1979

The special meeting of the Board of Trustees of the Robbins Library to discuss budgetary cuts and user fees was called to order at 8:00 p.m. Tuesday, December 11 by Chairman James Earls. Also in attendance were Library Trustees Betty Pinckney and John Doyle. Janemarie Hillier arrived later. Staff members in attendance included: Jim Fish, Nancy Wise, Ellen Lenart, Debby Apling, Larry Domingues, Maryellen Remmert, Warren Smith, Louise Sullivan, Tom Blumenthal, Barbara Allen and Rosalind Kantrowitz. Joe Lenart also observed the meeting.

Mr. Fish explained that at the Board of Selectmen's meeting held last Saturday, the library had been instructed to cut their budget by approximately $49,400 and attempt to replace this amount with some form of user fees. He explained that the $49,400 was arrived at by dividing the total Selectmen's budget by the library FY80 budget, which gives a percentage of 6.7.

Mr. Fish stated that the options available to the trustees included:

1. reduce budget
2. impose user fees
3. oppose any reductions or fees
4. combination of above

Mr. Fish stated that an emergency meeting of the library's department heads was held yesterday to discuss these options. At that meeting several staff members expressed philosophical objections to imposing user fees for normal library services, such as for the issuance of a library card or circulation of material. In addition, Mr. Fish stated that quite possibly the library would lose $18,800 in direct state aid by imposing user fees for library cards because a requirement for receipt of state aid is that the library "make no charge for normal library service". He believed charging for a library card would fall into this category of "normal library service".

Ms. Wise reported that Mr. Walkinshaw called her and stated it would be impossible for him to attend tonight's meeting. However,

he would like it passed on that his priorities for budget reductions were as follows:

First, he would favor cutting hours, perhaps a ½ hour or hour each morning. If necessary, he would then favor cutting services and his last resort would be user fees for library cards.

However, he does favor the immediate implementation of a charge for Fox's meeting room and the increasing of the cost for reserves.

Mr. Fish stated that cutting only 1 hour or so would not save enough money to be effective.

Janemarie Hillier then arrived at the meeting.

Mr. Fish then mentioned that other possible user fees which were discussed at the department heads meeting included increasing fines and reserve charges, implementing charges for Fox meeting room use, interlibrary loan requests and program attendance.

A discussion then ensued regarding the philosophical objections the staff had to user fees for library cards. The basic objection to such a fee was that charging for a library card violates the essential foundation of public libraries as a source of free education and information for all citizens, regardless of their income. Ms. Wise stated that though a library card fee implemented now may be very inexpensive, in the future, as costs rise, the tendency will be for the cost of the card to rise. In time, public libraries would become a service available only to the wealthy. Mr. Domingues expressed fears that an imposition of a library card fee would eliminate the use of the library by many Arlington children. Mr. Blumenthal stated that through his recent contact with TAP and the Emergency Fuel Assistance program, he has discovered that there are many more low income families with incomes under $5,000 in Arlington than one would think.

Mrs. Pinckney stated that by imposing a fee for a library card the library would go from a public to a private library and she did not want to cross that line.

Mr. Earls then expressed the Board's thanks to the staff members for coming to the meeting and sharing their views with the Board. Mr. Earls stated that the feelings of the staff and all possible options would now have to be weighed by the Board.

At this point all staff members left, except Mr. Fish and Ms. Wise.

After much discussion by those remaining, Mr. Doyle moved that the library charge $2.00 each for all library cards. The motion died for lack of a second. The secretary was instructed to include in the minutes that the Board was in general agreement that a charge for library cards should not be implemented.

The Board agreed to meet again to discuss fees and reductions further on Saturday, December 15 at 2:00 p.m. The meeting was adjourned at midnight.

Respectfully submitted,

Nancy Wise
Assistant Library Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

January 8, 1980

Following a brief tour of the Fox Branch Library conducted by Joan Caterino, Branch Librarian, the regular meeting of the Robbins Library Board of Trustees was called to order at 8:30 p.m, Tuesday, January 8, 1980 by Chairman James Earls. Also attending were Mr. Walkinshaw, Mrs. Hillier, Mr. Fish, Mrs. Caterino, Mrs. Kantrowitz and Ms. Wise. Mr. Doyle arrived later.

The minutes of the previous meeting were accepted without addition or correction.

COMMUNICATIONS

Mr. Fish reported that he had received a letter from the Redevelopment Board regarding the library's possible use of the space now available in the recently-closed Cutter and Locke Elementary Schools. He had responded that he did not anticipate that the library could make use of these facilities, but he would refer the question to the Board of Trustees. The Trustees decided they were in general agreement with the response Mr. Fish had given.

Library use of closed elementary schools discussed and rejected.

Mr. Fish then read a letter from Mike Wright of the Properties and Natural Resources Department requesting that in light of the town's recent monetary problems, the library re-consider their plans to clean the exterior of the Main Library. After a brief discussion of the request, it was decided that Mr. Fish should inform Mr. Wright that the matter had been discussed and the library would proceed with the building cleaning as planned.

Building cleaning to proceed as planned.

A discussion then ensued regarding the library submitting proposals for Community Development Block Grants. It was decided the library will submit proposals requesting funds 1) to complete the cleaning of the exterior of the Main Library, 2) to renovate the Fox Branch to allow handicapped accessibility and 3) to publish a directory similar to the AID Directory. Mr. Fish will proceed with these requests.

Proposals for handicapped accessibility and publication of directory to be submitted

The next communication was a letter from the New England Merchants Bank regarding a bequest to the library from the estate of Virginia Wellington. In October, 1976 the library received $26,000 from this bequest, and the letter informed the Board of Trustees that the remainder of the bequest totalling $4,100 had just been received.

Remainder of Wellington bequest received.

Mr. Earls then read a memo from the Town Manger stating that any articles which were to be submitted to Town Meeting must be sent to his office by January 15. It was decided that, since the request for the bookkeeper's re-classification was being taken care of through a comprehensive town-wide re-classification article, the Board had no articles to submit.

Board not to submit any articles to Town Meeting.

A letter from Mrs. Pinckney which had been sent to each Trustee regarding library buildings and grounds was then discussed. Mr. Walkinshaw moved the matter be tabled until she would be present to discuss it. Mrs. Hillier seconded the motion, which passed.

Assistant Director resigns.

The final communication received was a letter of resignation from Ms. Nancy Wise stating that effective January 11 she would be leaving her position of Assistant Director to assume the position of Legislative Information Specialist with the Massachusetts Board of Library Commissioners. The Trustees offered Ms. Wise their congratulations and wished her well.

OLD BUSINESS

Some Users fees willbe instituted. Other fees raised.

Mr. Fish reported on the results of the meeting with the Board of Selectmen regarding the library's budget. At that meeting it was decided that user fees for library cards would not be instituted. In an attempt to generate more revenue, the library would increase overdue fines and for interlibrary loan requests, the use of the Fox meeting rooms and for some special workshops. Mr. Fish commended the Board for its philosophical position on user fees and for its handling of these discussions.

At this point Mr. Doyle arrived at the meeting.

Tour of art objects

The report on the art appraisal which was recently completed was then discussed. Mrs. Hillier stated that she would benefit from a tour of the objects under discussion. It was decided that such a tour for all trustees would be planned for Monday, January 14 at 7:00 p.m. at the Main Library.

Restoration of WWI posters

Mr. Fish then stated that the library had received a matching grant from the Council on Arts & Humanities in the amount of $350.00 to restore some of the library's World War I posters. Relating to this grant, Mr. Doyle then moved:

Grant received.

That James J. Earls, Chairman of the Board of Trustees of this Board, be and he hereby is authorized to execute a contract in such form as to him shall appear appropriate, in the name and on behalf of this corporation with the Commonwealth of Massachusetts Council on the Arts and Humanities covering services relating to the attached contract.

Mr. Walkinshaw seconded the motion, which passed.

It was then decided that Mr. Fish would obtain specifics about auctioning the WWI posters which would not be restored.

NEW BUSINESS

The request by the League of Women Voters to sell Arlington Handbooks was then discussed. Mr. Walkinshaw moved that the request be denied. Mrs. Hillier seconded the motion, which passed.

Application for Technical Grant for Historical Collection

Mr. Fish then informed the Board of the library's intention to apply for a Massachusetts Arts & Humanities Technical Assistance Grant for $325 to conduct a professional survey of the local history room. The anticipated result of such a survey would be a plan for the climatic, storage, and organizational

considerations for the local history collection. There was consensus among the Trustees that this was a worthwhile project.

REPORTS

Director's Report. Mr. Fish reported that the search for a new Assistant Director had begun. New England library job placement centers had been contacted, as had the Town's Affirmative Action Office.

Mr. Doyle then brought up the status of the library's trust fund consolidation. Mr. Fish reported that no opinion from the town counsel on the legality of consolidation had yet been rendered. It was decided that Mr. Fish will contact Mr. Maher about his requested legal opinion.

Opinion of
Town
Counsel
sought on
fund consolidation

The next meeting will be Monday, February 11 at 7:00 p.m. at the Main Library.

The meeting was adjourned at 10:05 p.m.

Respectfully submitted,

Nancy Wise (jep)

Nancy Wise
Assistant Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

NOTES ON A SPECIAL MEETING ON THE CO-MINGLING OF TRUST FUNDS

Monday, January 14, 1980

A second special meeting of the Library Trustees with Town Treasurer Bilafer to discuss the co-mingling of trust funds was held in the Junior Library at 7:00 p.m. on January 14, 1980. In attendance were Mr. Earls, Mrs. Hillier, Mrs. Pinckney, and Mr. Walkinshaw of the Board, Library Director Fish, Town Counsel Maher, Treasurer Bilafer, and representatives of the Cemetery and Trust Funds Commissions.

The primary purpose of this meeting was to discuss the Town Counsel's opinion asked for at the November 6 special meeting which also dealt with the co-mingling of the various trust funds for the purpose of increasing their yield and easing their administration. Copies of his opinion had been sent to the Library Trustees prior to this meeting.

Simply, Mr. Maher's eight page opinion stated that it was clear that the Treasurer has custodial authority over the trusts. (Chapter 44, Section 54 of the Massachusetts General Laws) There is, however, a question of who has investment control. The state laws, as reflected in Chapter 180A, would indicate the library board has this power. However, the Town Manager Act specifies that the board "shall be subject to the general supervision and direction of the town manager". This leaves the question of what would happen if the Manager directed the board to co-mingle the funds.

It is Mr. Maher's recommendation that the investment decisions be formally delegated to the Treasurer and that outside investment counsel be retained. This would require a formal vote by the Library Trustees 1) to delegate the investment power to the Treasurer and 2) to allow the co-mingling of the funds. These actions would cover any ambiguities over control of the investments. Mr. Maher offerred to meet with the individual boards to explain and help frame the votes necessary. The alternative to his recommendations would appear to be legal

action to settle the ambiguities.

In answer to a question, Mr. Maher stated that the investment power could be delegated for a specific time period. Mr. Bilafer would prefer no time frame. He also stated that he would have to review each trust instrument to make certain that nothing in them would preclude co-mingling.

When asked why he would choose New England Merchants Bank for the investment counseling, Mr. Bilafer stated that it had a good track record in this area and that he had been pleased with its work on the Town's pension funds and other projects. He also mentioned that a contract with New England Merchants could be terminated with 30 - 60 days' written notice if it did not perform satisfactorily. A joint contract of the three boards could be formulated.

Mr. Bilafer requested that action be taken soon since many investments are beginning to mature.

A meeting between Mr. Maher and the Library Trustees was scheduled for Monday, January 28, 1980 at 7:00 p.m. at the library to discuss this further and possibly to take action on this.

The meeting adjourned at 9:10 p.m.

Respectfully submitted,

James H. Fish

James H. Fish
Library Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF A SPECIAL MEETING

January 28, 1980

A special meeting of the Robbins Library Board of Trustees was called to order by Chairman Earls at 7:45 p.m. Also in attendance were Mrs. Pinckney, Mr. Doyle, Town Counsel Maher, and Library Director Fish.

On the question of the delegation of the Board's investment power to the Town Treasurer, Mr. Maher presented a draft of a possible motion to accomplish this. While there seemed to be little question concerning the Treasurer's having the custodial function, Mr. Doyle did question the investment prerogative as discussed in the Town Counsel's recent opinion on this matter. Mr. Maher stated that a problem would exist only if the Town Manager directed the Board to turn over the investment function. Then the Town Manager Act would probably supercede the trustees' powers as outlined in Chapter 180A of the Massachusetts General Laws. A formal vote on the delation of this authority would prevent a possible conflict.

The Board members expressed several concerns. Primary among them were that such a vote include a termination date as a reminder to all concerned to review periodically the performance of this arrangement; that periodic discussions on this be held with the Treasurer; and that reports from the investment advisor also be forwarded to the Board.

Mr. Doyle moved:

> "That the Town Treasurer is hereby delegated the authority to invest and re-invest all trust funds held by the Board of Library Trustees as Trustees for the maintenance of and care of the Robbins Library in the Town except as specifically limited in any of said trusts and further authorize the Town Treasurer to invest all or any part thereof in an institutional fund, common fund or pooled fund pursuant to Chapter 180A of the General Laws provided however that the Treasurer shall forward copies of all written reports provided by the investment advisor and shall meet at least semi-annually to discuss overall investment strategy with the Board. This vote shall expire on February 1, 1981 unless rescinded earlier by the Board."

Mrs. Pinckney seconded, and it was passed unanimously.

The Board also expressed some concerns over the language in the proposed contract with New England Merchants Bank. Was this a delegation of the custodial function from the Treasurer? Mr. Maher stated that he will revise the contract hopefully later this week and return it to the Board. At this point, Mr. Maher left the meeting.

Mr. Fish outlined briefly the events of the "Community Enrichment Series" to include a museum tour in March, a jazz dance performance in April, and an ethnic festival in May. These activities will be discussed further at the next meeting.

The next meeting will be Monday, February 4 at 7:00 p.m. The Board will meet that evening at 8:00 p.m. with the library sub-committee of the Finance Committee.

The meeting was adjourned at 9:05 p.m.

Respectfully submitted,

James H. Fish

James H. Fish
Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
FEBRUARY 4, 1980

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:05 p.m., Monday, February 4, 1980 by Chairman Earls. Also attending were Mr. Doyle, Mrs. Hillier, Mrs. Pinckney, Mr. Walkinshaw, Mr. Fish, and Town Counsel Maher.

Mr. Maher was on hand to discuss the proposed contract with New England Merchants Bank for acting as the "investment advisor" in the co-mingling of library, cemetery, and other Town trust funds. In answer to questions from Board members, Mr. Maher made several statements: the Board of Trustees may, indeed, be custodians of the trust funds and that the proposed contract would have both the Town Treasurer and the Board designate New England Merchants as custodian; all three boards will be signing the contract which would be terminated if the Library Trustees voted to rescind their affirmative vote. Mr. Walkinshaw questioned the language of Section 15 of the contract since it was unclear what "majority" meant. Mr. Maher suggested a rewrite of the language.

Counsel Maher answers questions on contract with N.E. Merchants Bank

Mr. Doyle moved that the contract be approved with the amendments. This was passed unanimously. Because of the necessity for fast action on the contract, Mr. Maher stated that he would have the revised contract back to the Board that evening for signatures. The revision was presented and signed later in the meeting.

Contract revised & signed.

The minutes of the January 8 regular and January 28 special meetings were approved as presented.

COMMUNICATIONS

Mr. Fish announced that Thomas Blumenthal had resigned from the library's Information Department to become the Assistant Director of the public library in Wakefield. Several comments were made pertaining to his contributions to the Robbins Library and that a letter should be sent to him expressing the Board's appreciation and congratulations.

Tom Blumenthal resigns.

OLD BUSINESS

Mr. John Perry of the Finance Committee arrived at 8:00 p.m. to discuss the proposed FY81 budget request. Mr. Walkinshaw expressed concern that the combination of increased costs and library user de-

Perry of Fin. Com. discussed proposed FY81 budget request.

mands would erode the purchasing power and effectiveness of the library's materials budget. Other board members also reflected this concern. Mr. Perry said that he would attempt to get restored some of the $12,000 - $13,000 deleted in the Town Manager's recommendation. He left the meeting at approximately 8:45 p.m.

A discussion of the fine arts insurance and restoration followed. Mr. Earls suggested that he ask Mrs. Helen Devine for her opinions on any restoration projects. The purpose would be to create a plan for the restoration of art objects based on priorities and available funding. Re insurance, the problem of the Town's aggregate deductible vs. a specific and expensive separate fine arts policy was discussed without coming to particular conclusions. After Mrs. Devine's opinion is presented, further discussion should be held, probably involving the Manager's office.

Restoration of art objects.

No conclusions reached re fine arts insurance.

The buildings and facilities were also discussed in the light of Mrs. Pinckney's recommendation that a plan of regular maintenance and review be established for the library facilities. Mr. Fish was asked to invite Mr. Wright of Properties and Natural Resources to discuss this at the next meeting.

Plan for regular maintenance of buildings and facilities.

Mr. Fish reviewed the Community Development Block Grant proposals from the library: $30,000 for the completion of the building exterior work of the Robbins Library; $1,000 for the installation of a wheelchair ramp at the Fox Branch; and a two-part option submitted jointly with Human Resources for either $4,000 or $11,000 for the update and possible distribution of the Arlington Information Directory.

Block Grant proposals reviewed.

NEW BUSINESS

Mr. Fish explained that the Community Enrichment Series Advisory Committee had been hard at work. Plans include a museum tour in March; jazz dancing in April; and an ethnic festival in May. There being no objections to these projects, Mr. Fish announced that the activities would proceed.

Museum tour, jazz dancing, ethnic festival upcoming events of Enrichment Series

A request was submitted to the Board for $301 from general income funds for the purchase of tickets for a library-sponsored senior citizen trip to the Boston Ballet. The funds will be repaid. The request passed unanimously.

Senior Citizens to attend Boston Ballet.

The next regular meeting will be at 7:00 p.m. on Monday, March 3, 1980.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted,

James H. Fish

James H. Fish
Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

March 3, 1980

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:05 p.m., Monday, March 3, 1980 by Chairman Earls. Also attending were Mrs. Hillier, Mrs. Pinckney, Mr. Walkinshaw, Mr. Fish, Ms. Remmert and Mrs. Kantrowitz.

The Board congratulated Ms. Remmert on her appointment as Assistant Director.

The minutes of the February 4 Trustee meeting were approved as presented.

COMMUNICATIONS

Mr. Fish announced that Evelyn Breck has resigned as Children's Librarian at the Fox Branch to become Children's Librarian at the Central Square Branch in Cambridge. He also reported that the Finance Committee had passed the library materials budget as recommended by the Trustees originally instead of that submitted by the Town Manager.

FinCom passes library materials budget

A Technical Assistance Grant has been awarded to the library by the Massachusetts Council on the Arts and Humanities to survey the storage area and materials of the Local History Collection and to make recommendations of final options.

Tech. Asst. Grant awarded Robbins

Mr. Walkinshaw expressed concern over the small number of applications received for the Branch Children's Librarian position. Mr. Fish explained that this was due partly to the low salaries paid by the Robbins Library as compared to both other communities and to school librarian salaries in Arlington. Starting salaries for professional librarians at the Robbins Library are $1,000 below the minimum figure recommended by the Massachusetts Library Association. The Board expressed dissatisfaction over this and concurred with Mr. Fish's recommendation that he work with the new Personnel Director to review salaries.

Low salary scale. Director to work with new Personnel Dir. to review salaries.

REPORTS

Mr. Fish reported a 2,400 increase in the number of books circulated from the main adult system and a 13,700 cumulative increase. There was also a 45% increase in the number of information questions answered during the last quarter as compared to the same period last year. Circulation in the children's library has increased over 20% the last two years despite a decrease in school enrollment. The system averages approximately 300 information questions a day, 200 of which are received at the Adult Services Information Desk. Some of the increase in information questions received can be attributed to the newly implemented Information and Referral Service. The Board urged that the library continue to publicize ser-

Circulation Increases! Information Questions up!

vices in the Advocate and also suggested that Town Meeting Members be sent a letter outlining library accomplishments during the year.

Mr. Fish announced he was meeting with the consultant hired by the Town to study reclassification requests concerning the upgrading of the bookkeeper's position. Two of the library's proposals for Community Development Block Grant funds have been approved: the installation of a wheelchair ramp at Fox and the building exterior work at the Robbins Library. The Selectmen will make a final decision on the updating of the Arlington Information Directory after the M.I.T. survey of residents is completed.

2 CDBG funds approved.

Wheelchair ramp (Fox)

Exterior cleaning of Main.

OLD BUSINESS

Since Mike Wright of Properties and Natural Resources was unable to attend the meeting to discuss the maintenance and review of library facilities, it was decided to send him the questions Mrs. Pinckney had prepared. Mr. Earls questioned who has authority to make decisions on maintenance of the library building. The Board decided that the Manager should be requested to send a representative to discuss this.

Who has authority over maintenance of library buildings questioned.

A discussion of the fine arts insurance and restoration followed. It was agreed that Morton Bradley be consulted concerning the restoration of the paintings. After consultation with restoration specialists, a decision will be made on whether to store the art objects or loan them to museums, since the library currently has no facilities to safely display them.

Decision to follow restoration specialist report.

Mr. Fish recommended that the restoration of the paintings in the Reference Room, the Firefly statue, Paul Revere statue and three items at the Dallin Branch be considered priorities. Mr. Fish was authorized to contact museums for possible loan of the art objects.

Director to contact museums for possible loan of art objects.

The next topic of discussion was the status of the building addition to the Robbins Library. It was felt that the project should either proceed or be terminated. Mr. Fish will bring information on the building needs to the next meeting. At that time possible further action with the Permanent Building Committee will be discussed.

Status of building addition discussed.

NEW BUSINESS

Mrs. Kantrowitz discussed preliminary plans for National Library Week. Based on the theme of "Infomania" these include a talk by Chuck Kraemer, a concert, a presentation by Poloroid on taking better pictures, quilting talk, workshop on auto maintenance and suggestions by the Audobon Society or Appalachian Mountain Club on nature walks.

NLW theme "Infomania"

The following resolution was voted unanimously in acceptance of the Technical Assistance Grant from the Massachusetts Council On Arts and

and Humanities: "That James Earls of this Board, be and he hereby is authorized to execute a contract in such form as to him shall appear appropriate, in the name and on behalf of this Board with the Commonwealth of Massachusetts Council on the Arts and Humanities covering services relating to the attached contract".

The next regular meeting will be at 7:00 p.m. on Monday, April 7, 1980.

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Assistant Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

April 28, 1980

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:10 p.m., Wednesday, April 28, 1980 by Chairman Earls. Also attending were Mr. Doyle, Mrs. Hillier, Mrs. Pinckney, Mr. Fish and Ms. Remmert.

COMMUNICATIONS

Mr. Fish announced he was resigning as Library Director effective June 2, 1980 to accept the position of State Librarian. He recommended that Ms. Remmert be appointed Acting Director until a new Director is hired.

Library Director resigns to become State Librarian.

On May 1 three students from Arlington High School will visit the library for Student Government Day and be given an orientation to the library.

Student Government Day

The library has been awarded a John Cotton Dana award by the American Library Association for outstanding public relations. Submitted for awards were publicity for TAP and the library in general and the TAP slide/tape show. Mrs. Hillier commended the staff for their efforts.

Library awarded a John Cotton Dana award by ALA

Mr. Fish stated that he hoped to put up a directory for the Main floor and other directional signs before he left.

Directory for main floor

REPORTS

Mr. Fish announced that three professional positions had been filled. Gwen Davis, formerly from Central Square Branch in Cambridge is now Children's Librarian at the Fox Branch. Mary Wasmuth, a Reference Librarian from Somerville Public Library and Laura Pershin, Outreach Librarian at Ann Arbor, Michigan, have been hired to fill vacancies in the Information Department.

3 professional positions filled

Mr. Fish reported he prepared a plan at the Manager's request to deal with "Proposition 2½" should it pass in November. Passage will require serious reductions in library services.

Plan drawn in event of "Prop. 2½"

OLD BUSINESS

Mr. Fish reported that National Library Week programs were received very well. Ms. Remmert reported that Friends of the Library book sale raised $300.00.

NLW successful
Friends' booksale reaps $300.

Mr. Bradley has agreed to review the paintings in the Reference Room for restoration. He will be contacting us shortly with a proposal.

Gen. Inc. Funds & investments

The next topic discussed was General Income Fund. Mr. Fish reported that the Town Treasurer would like to invest funds from the copier and general income fund. It would be possible to spend funds through the comptroller's office and at the end of the year reimburse Comptroller's office from trust income. The Board voted unanimously: to get a statement of the current condition of the two accounts which would show the encumbered amount and projected requests so as to determine the amount left for the balance of the year. Depending on this balance, the Board will then transfer funds to the Treasurer for investment.

Mr. Fish reported the library's share of Town out-of-state travel money to be $250 and that Kay Worth would handle reimbursement for the ALA meeting in June if the money was used for that purpose.

NEW BUSINESS

Search for Director set in motion

Mr. Fish reported that at the request of the Town Manager he had set the selection process for a new director in motion. A job announcement would be posted in Library Journal Hotline, New England Library Jobline, and at placement services of library schools on the East Coast. It was agreed that Chairman Earls would communicate to Town Manager what the Trustees regarded as their role in the selection process and recommend that a process similar to the one used in hiring Mr. Fish be followed. It was agreed that the Trustees would interview candidates for the position at the ALA conference in June. It was the feeling of the majority of the Board that a member of the staff serve on the selection committee for the new director. It was also suggested that a meeting between staff and Trustees be held to gain input on what type of director, staff feel the library should have.

Trustees request progress report on TAP

Mrs. Hillier requested that Ms. Remmert report at the next meeting on the number and types of questions received by the new TAP service. She expressed concern over the salary range of professional librarians as compared to other communities. Mrs. Hillier also expressed a concern that the Trustees be brought up to date regularly on the progress and direction of services in the library.

Library addition

The Board asked Mr. Fish to request that the Permanent Building Committee take action at its next meeting on plans for library addition and that he also consult with the Town Manager on his priorities for the building addition.

The next meeting of the Board will be held 7:00 p.m. on Monday, May 12. The meeting adjourned at 10:30 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Assistant Library Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
May 12, 1980

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:05 p.m., Monday, May 12 by Chairman Earls. Also attending were Mr. Doyle, Mrs. Hillier, Mr. Walkinshaw, Mr. Fish, Mrs. Kantrowitz, Ms. Remmert, Mr. Wright and Mr. Bilafer.

Maintenance of library buildings discussed.

Mike Wright, Director of Properties and Natural Resources was present to discuss building maintenance. He reported that several years ago a program budget was prepared to repair all public buildings but that it was never implemented due to budget problems. Instead, the town takes care of repairs as they arise. The major emphasis is now on energy conservation and a plan has been prepared for all three library buildings. Mr. Fish suggested that an annual review be done during the summer months. The library will contact Properties which will then inspect the buildings' conditions and prepare estimates for possible budget submission.

Investment of Gen. Inc.fund and Copy fund

John Bilafer, Town Treasurer, reported on the current procedure for payment of bills from library trust funds. He suggested that the Trustees either put the general income fund and copy fund in an account with the rest of the Town's trust funds or into a municipal pool fund where it can earn more than passbook savings interest. Mr. Bilafer stated that either alternative would earn a greater interest rate than under the existing system and would be more efficient. The Trustees voted to invest the general income fund and copier fund in a municipal pool fund.

Acting Director appointed.

The minutes of the previous meeting were accepted. The Board expressed their approval of the appointment of Ms. Remmert as Acting Director.

Mr. Earls reported he had participated in Student Government Day and found it very successful.

COMMUNICATIONS

Dallin Librarian retires.

Mr. Fish announced that Helen Thompson was retiring July 1 as Head of the Dallin Branch Library and read a letter from her. The Board accepted her resignation and asked Mr. Fish to express their appreciation for her efforts at Dallin.

The Council on Aging has awarded the Robbins Library their annual organizational service award in recognition of the library's service to the elder residents of the town. The Trustees commended the staff for their efforts which resulted in the award.

Library receives service award

The first program of the Community Enrichment Series, the Dance Unlimited dancers received an enthusiastic reception from the over 500 people attending the performance on May 2.

Ms. Remmert distributed several handouts on the types of questions handled by the information and referral service and gave a status report on TAP.

TAP report

NEW BUSINESS

Mr. Fish reported that advertisements for the Library Director's position had been placed in the N.E. Library Jobline, Library Journal Hotline for two weeks, Simmons School of Library Science and 10 placement services throughout the country. A schedule for the selection process was reviewed. Mr. Doyle questioned the June 9 deadline for receipt of applications because he wanted to receive applications at the ALA conference in New York. The Trustees decided to re-advertise the position if they are not satisfied with the applications received.

Director's position advertised. Initial screening by sub-committee

It was also decided to ask the Town Manager to put in writing the salary figure for the Director's position before the final selection process.

A subcommittee composed of Mr. Earls, Mrs. Hillier and Ms. Remmert will handle the initial screening of the resumes to 25.

Mr. Fish reported he investigated making a change in copy machines to either N.E. Copy Specialists or Savin. N.E. Copy Specialists offered the library a 25% commission, 3,000 free copies a month with a 90 day cancellation policy. They would also handle maintenance of the machine and the money flow. The machine from Savin could be leased or purchased. A $750 expenditure would be required to purchase the console and coin-op. The Trustees voted to lease a machine from N.E. Copy Specialists.

Copy machine to be leased from N.E. Copy Specialists

The Trustees voted $258 from the General Income Fund as advance money for a senior citizen trip to the Tall Ships in June.

DIRECTOR'S REPORT

Mr. Fish mentioned the library received 3 public relations awards at the Massachusetts Library Association conference and that the John Cotton Dana Award would be given out at the American Library Association conference in New York.

Library recipient of 3 P.R. awards

Mr. Fish reported that he had requested additional town funds to meet the energy deficit. He is preparing a State of the Library report. The library is applying for an LSCA grant to expand TAP to include services to business and town government and for added publicity.

Funds requested for energy deficit.

The next meeting of the Board will be held at 7:00 p.m. on Monday, June 2, 1980.

The meeting adjourned at 10:00 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Assistant Library Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

June 2, 1980

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:00 p.m., Monday, June 2, 1980 by Chairman Earls. Also attending were Mr. Doyle, Mrs. Hillier, Mrs. Pinckney, Mr. Fish, Ms. Remmert, Mrs. Allen and Mrs. Kantrowitz.

The minutes of the May 12, 1980 meeting were accepted.

OLD BUSINESS

The process for selecting a new library director was reviewed. Discussion focused on the qualities sought in the new director and the types of questions to be asked in the interviews. The qualities submitted by the library staff were reviewed as well as suggested interview questions drawn up by Ms. Remmert. Mrs. Hillier asked Mrs. Kantrowitz to prepare an information packet on the library, the town and real estate prices for potential applicants. It was agreed that the deadline for applications should be postponed until June 20. It was also decided that Mr. Earls, Mrs. Hillier, Ms. Remmert and Ms. Stein of the Town Manager's office should review the resumes and decide on which applicants to interview. Mrs. Pinckney requested that Carol Adams, Affirmative Action Officer for the town, be advised of the recruitment policy. It was agreed that initial interviews would be conducted June 14 and June 21. Ms. Remmert was requested to set up the interviews and prepare an evaluation form which would incorporate a checklist of the qualifications sought in the new director. Interviewing of out of state applicants at the American Library Association Conference in New York was discussed. At this time Ms. Stein joined the meeting. Mr. Earls, Mr. Fish, Ms. Remmert, Ms. Stein and possibly Mr. Doyle plan to attend ALA and conduct 2 days of interviews. Ms. Stein stated that $250 in out of state travel money was apportioned to the library and that possibly this would be used toward ALA. Ms. Stein left the meeting at the conclusion of this discussion.

Selection process for Library Director reviewed.

Application deadline extended.

Interviews to be conducted at ALA conference.

NEW BUSINESS

Mrs. Hillier suggested that the Trustees contribute individually for a present for Helen Thompson who retired as Dallin Branch Librarian after 31 years. Ms. Remmert was asked to consult with the staff at Dallin for a suggestion for a book.

Gift for Mrs. Thompson from Trustees discussed.

The initiation of increased charges and fees to raise revenue as was requested by the Board of Selectmen was reviewed. After discussion, it was agreed that the charging of a fee for the Fox meeting room would be tabled. It was voted unanimously to raise overdue charges to .10 per day for adults and to .05 per day for children effective August 1, 1980.

No fee as yet for use of Fox meeting room.
Overdue charges increased.

It was also voted unanimously to increase the reserve charge to .25 effective August 1, 1980.

Reserve charge increased.

Instituting a $2.00 fee for interlibrary loan requests was postponed until the effect of the increased charges already voted was evaluated.

The matter of charging a workshop registration fee was discussed. It was voted to charge a registration fee for workshops as deemed appropriate and that the proposed fee for these workshops should be submitted to the Board of Trustees with recommendations from staff. A schedule of programs will be developed by the staff with recommendations for those programs for which a fee will be charged.

Registration fee for some workshops.

The proposed budget for the Community Enrichment Series Program was discussed. Action on this as well as on other items to be financed from Trust funds was tabled until a final accounting of the Trust funds for FY80 is presented at the next meeting.

Await report of FY80 Trust Funds before taking action on various items.

COMMUNICATIONS

Ms. Remmert reported that the Treasurer's office, Purchasing office and Comptroller requested that the Board authorize her to sign bill schedules and payroll sheets. It was voted unanimously that the Trustees authorize Maryellen Remmert, Acting Director, to sign purchase orders, bill schedules and payroll effective June 2, 1980. This shall be in effect until such time as a permanent Library Director commences employment.

Acting Director authorized to sign purchase orders, bill schedules & payroll.

Janet Holborow, Head of the Circulation Department, submitted her resignation effective June 25 to pursue her MLS at Simmons full time while working part time at Houghton Mifflin.

Head of Circ. resigns.

REPORTS

Ms. Remmert reported that Mr. Earls, Mrs. Caterino, Mr. Flavin and herself attended the Council on Aging Volunteer Luncheon to accept the Organization Service Award for the library's service to the elderly.

Library recipient of award from Council on Aging.

Attendance at the Tall Ships Talk and slide show at the Dallin Branch Library approximated 125 people. The program was enthusiastically received.

Tall Ships Talk great success.

The three new library staff members have blended well into their departments and both Mrs. Kantrowitz and Mrs. Caterino are very satisfied with their performance.

New staff members well adjusted.

The next regular meeting of the Board will be held 7:00 p.m. on Monday, July 14. The meeting adjourned at 10:00 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Acting Library Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
JULY 14, 1980

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:25 p.m., Monday, July 14, 1980, by Chairman Earls. Also attending were Mr. Doyle, Mr. Walkinshaw, Mrs. Kantrowitz and Ms. Remmert. The minutes of the previous meeting were accepted.

COMMUNICATIONS

A letter from Susan Newsom was read suggesting that the Junior Library be open one night a week in the summer to allow working parents to come to the library with their children. Ms. Remmert stated she discussed this with the Children's Librarian, Grace Greene, who concurred with Mrs. Newsom's sentiments. Ms. Remmert recommended opening the Junior Library two nights a week on an experimental basis during August, preceeded by publicity in the Arlington Advocate. It was voted to open the Junior Library two nights a week in August, the exact nights to be determined by Mrs. Greene and Ms. Remmert.

Jr. Library to open 2 nights during Aug. to allow working parents to come with their children.

Ms. Remmert read a letter of resignation from Barbara Allen, Head of the Art and Music Department, who accepted a position as Director of the Billerica Public Library. The Board accepted her resignation and expressed their appreciation for her contributions to the Robbins Library.

Head of A&M resigns.

Ms. Remmert reported that a resident of the Town intended to donate $1,000 to the library. Since it was necessary that the Board of Selectmen vote to accept this gift, Ms. Remmert had contacted them and it was scheduled at the next Selectmen's meeting.

Library to receive $1,000 donation from resident

REPORTS

Circulation in the Junior Library during the first days of the summer reading club was outstanding and had exceeded the circulation of previous years. Registration for the summer reading club had also exceeded previous years. The largest attendance at a library program occurred on June 25 for an abbreviated version of the musical "Annie". Attendance approximated 1,000.

Circ in Jr. Lib. way up

"Annie" has largest audience ever!

Ms. Remmert reported that Pat Petersen recommended a book on either quilting or Cape Cod as a possible gift for Helen Thompson who had retired.

Trustee gift for retired Head of Dallin

Mr. Earls reported on his attendance at the American Library Association Conference in New York.

Chmn. reports on ALA

OLD BUSINESS

The director selection process was discussed.

Ms. Remmert reported that the Town Manager expected to leave on vacation July 24 and be away through the month of August. She stated that delaying a decision on the new director until September would have several implications; the new director would not be present for the beginning of the budget process and the operation of the library without three department heads, would pose additional problems once school started. Ms. Remmert recommended that the Selection Committee attempt to make its recommendations on a candidate to the Town Manager before he left for vacation. The Trustees concurred and directed Ms. Remmert to schedule second interviews.

Second interviews to be scheduled in director search

TM to see candidates before going on vacation

The Community Enrichment Series Program and Budget were reviewed. Mr. Doyle questioned why the name had been changed from the "Cultural Enrichment Series" and expressed his dissatisfaction with the name "Community Enrichment Series". Mrs. Kantrowitz was asked to discuss this with the Advisory Board and to suggest a different name. Mrs. Kantrowitz was authorized by the Board to expend the funds needed to plan the year's activities.

Possible change in name of Community Enrichment Series

Action on the Trust Fund Budget was tabled until Mr. Doyle discussed the current balance with John Bilafer.

Trust Fund Budget table pending info from J. Bilafer

Ms. Remmert was requested to set up a meeting with the Permanent Building Committee to discuss the addition to the library building and to prepare the needed material for the Committee.

Meeting with Permanent Building Com. to be set up

The next meeting of the Board will be held at 7:00 p.m. on Monday, August 4, 1980.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Assistant Library Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

August 4, 1980

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:10 p.m., Monday, August 4, 1980 by Chairman Earls. Also attending were Mr. Doyle, Mrs. Pinckney, Mr. Walkinshaw, Mrs. Kantrowitz and Ms. Remmert. The minutes of the previous meeting were accepted.

Minutes of previous meeting accepted.

COMMUNICATIONS

Ms. Remmert reported that the Board of Selectmen has accepted the $1,000 donation to the library from Frederick Allen. The Selectmen requested that a separate fund be established for this and that they approve any purchases from it in accordance with state law. The Trustees questioned the need for this and Mr. Doyle agreed to discuss this matter with the Town Counsel and Board of Selectmen.

Selectmen accept donation to library.

Mr. Earls read a letter of thanks from Philip Ritter, one of the final candidates for library director.

REPORTS

Ms. Remmert reported that all tickets for the trip to Tanglewood had been sold.

Tanglewood is a sellout

The bid process for the exterior cleaning of the library building has been started. Preservation Technology Associates in conjunction with Mike Wright, Director of Properties and Natural Resources prepared the specifications.

Bid process for exterior cleaning started.

Mike Wright will also prepare specifications for the painting of the exterior of the Dallin Branch.

Specs for Dallin painting being prepared.

Ms. Remmert questioned the Trustees on the disposition of the resumes for the Director position. She was directed to keep on file those of Ritter, Moore and Sumler.

OLD BUSINESS

Mr. Doyle reported that Fred Fantini of the Treasurer's Office was monitoring the Trust Fund budget. Quarterly reports will be sent to the library. The Trustees reviewed the computer

Trustees review computer print out of Trust funds

print out sheet detailing the Trust Funds and agreed more explanation was needed. They voted to ask a representative of the New England Merchants Bank to attend the next Trustee meeting. After discussing the mechanics of the Trust Funds, they decided to postpone action on the FY81 budget until all questions are resolved.

Bank rep. to be asked to next meeting.

The Trustees voted that pending the establishment of the Trust Fund budget that the Cultural Enrichment Series be authorized to book two concerts for October and November at a total cost of $1,600. They also agreed to ask John Bilafer that a transfer to the general income fund be made as of July 1.

Enrichment Series authorized to book 2 concerts.

Ms. Remmert was asked to solicit suggestions from the staff for Trust Fund allocations.

NEW BUSINESS

The Trustees agreed to reimburse Philip Ritter for his air fare from Raleigh, North Carolina to Boston for his interview during the director selection process.

Director candidate to be reimbursed for air fare.

The Trustees voted to have an amnesty day on Town Day, September 27 to enable the public to return all overdue books without paying a fine. Ms. Remmert was requested to publicize this in the September 18th issue of the Arlington Advocate.

Amnesty day on Town Day

Mr. Earls was requested to write a letter of appreciation to Jim Fish for his cooperation in the director selection process.

Letter of appreciation to be sent to J.Fish

The next meeting of the Board will be held at 7:00 p.m. on Monday, September 8, 1980.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Assistant Library Director/Acting Library Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES

September 15, 1980

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:10 p.m., Monday, September 15, 1980 by Vice-Chairman Hillier. Also attending were Mrs. Pinckney, Mr. Walkinshaw, Mr. Fenton, Mrs. Kantrowitz and Ms. Remmert.

The minutes of the previous meeting were accepted with the addition of Acting Director to the signature of Maryellen Remmert.

Minutes of previous meeting accepted with addition of Acting Dir. to signature.

REPORTS

Ms. Remmert reported on the library's plans for Town Day: a hot air balloon funded by the Town Day Committee, a book sale staffed by the Friends group, a sale of book bags with the library logo, a booth on Mass. Avenue and distribution of a flyer with library services, remarks by Peter Fenton and a short article on Proposition 2½.

Library's Town Day events discussed.

Ms. Remmert also reported that the Junior Library would begin circulating the new toy collection on September 29 and that an open house and workshop would be held to educate parents on how to use the toys effectively with their children.

Jr. Library circulating toys starting 9/29/80

COMMUNICATIONS

Mr. Fenton gave his impressions on his first few weeks as Library Director and praised the quality of the staff. He also expressed pleasure with the programming done by the library. He added that areas needing attention included record keeping, communications, utilization of space to the fullest extent, and care of art objects.

Director gives his impressions Praises staff, programming and cites areas needing attention.

Mr. Fenton also addressed himself to Proposition 2½ and the adverse effects of it on the town and library. He stated he intended to use the library to inform the public about it and resolved to lobby for funds for the library with the Finance Committee. He also reviewed the town's budget process and the request from the Town Manager to prioritize programs in light of a 15% budget cut.

PROPOSTION 2½!

Director resolves to lobby for funds from FinCom.

The Trustees agreed to post minutes of Trustee meetings on the staff bulletin board.

Trustee meeting minutes to be posted on staff bulletin board

Mr. Walkinshaw suggested that the library operate for three days as if Proposition 2½ has passed to educate citizens on its effect.

Mr. Fenton stated the need for active leadership in the Friends of the Library. It was suggested that a poster promoting the Friends be displayed in the lobby area.

Display poster promoting Friends

Mrs. Kantrowitz reported that plans for the Community Enrichment Series included an ethnic festival on Town Day, a Viennese Gala and a concert by the New Black Eagle Jazz Band in November.

Com. Enrichment plans set

Mr. Fenton reported that Grace Greene, Children's Librarian, felt the experimental opening of the Junior Library two nights a week during August was successful and recommended opening 2 nights for the entire summer next year.

Children's Librarian recommends summer night openings for Jr. Lib.

OLD BUSINESS

The Trust Fund Budget was discussed. Mr. Fenton was asked to contact the Town Treasurer for an update and for what period of time the $10,096.20 interest covered.

Dir. to get update on Trust Fund Budget

It was voted that $100 be added to $2,000 requested for staff development.

Mrs. Pinckney suggested that any policies or by laws voted by the Trustees in the past be reviewed.

Mr. Fenton was requested to explore the cost of producing a slide tape on how to use the library for self learning.

The request for funds for reference room drapes, furniture for the browsing area and shades at Fox were discussed. It was suggested that the Friends of the Library be asked to fund the Reference Room drapes and furniture for the browsing area and that they publicize that the proceeds from the book sale will be used towards this.

Furniture and drapes discussed for Ref.Rm and Browsing Area

Mr. Fenton suggested that a set amount of Trust funds be earmarked for a building fund.

It was voted to fund $3,950 for the Community Enrichment Series, $2,000 for library programming, and $2,100 for staff development.

Funds voted fo CES, Lib. Prog and Staff Dev.

A decision on the other expenditures was postponed until the Friends of the Library were contacted.

Mr. Walkinshaw reported that the permanent building committee was prepared to go forward on selecting a consultant for the building addition. They requested the input of the library in this process. Mr. Fenton was asked to locate the preliminary building specifications.

Permanent Building Com. set to select consultant

NEW BUSINESS

The Trustees agreed to change evening openings at Dallin from Friday to Thursday since stores in that area are open Thursday nights.

Dallin evening hours changed

Mr. Fenton reported that the Art and Music and Dallin vacancies were in the process of being filled and that he had recommended to the Town Manager that the Head of Circulation position be upgraded to a professional position.

A&M and Dallin vacancies in process of being filled. Director recommends to TM Hd of Cir to be professional position

The next meeting of the Board will be held at 7:00 p.m. on Monday, October 6, 1980.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Maryellen Remmert (jep)

Maryellen Remmert
Assistant Library Director

Robbins Library
700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING
OF THE
BOARD OF LIBRARY TRUSTEES
October 6, 1980

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:12 p.m., Monday, October 6, 1980 by Chairman Earls. Also attending were Mrs. Hillier, Mr. Doyle, Mr. Walkinshaw, Mr. Fenton and Mrs. Kantrowitz.

The minutes of the previous meeting were accepted as read.

REPORTS

Mrs. Kantrowitz reported on the Library's programs for Town Day. The book sale realized $830. There has been no decision reached on how this money is to be spent. The Ethnic Festival, both the food and craft tables and the dance groups were extremely popular. Unfortunately, it was too windy a day for the hot air balloon to go aloft, but a drawing was held to determine the winner of a free ride in the balloon in Amhurst. Two girls won, and when transportation can be arranged, Terri will give them a free ride.

Library programs on Town Day successful.

Hot Air Balloon unable to go aloft.

The Viennese Gala concert sponsored by the Robbins Library Community Enrichment Series at Symphony Hall was very successful. People want to know what and when the next concert will be.

Viennese Gala concert sellout.

Grace Greene reported on the toy workshop for parents and teachers. Thirty-five people attended. Brochures were distributed and the audience broke up into small work groups. Twenty-one toys circulated that evening. Mrs. Greene is writing a grant proposal for LSCA funding for toys for children with learning disabilities.

Circulating toy workshop successful
Grant being sought for children with learning disabilities.

Mr. Fenton told the Trustees that he would like to speak at meetings of town organizations such as the Rotary Club, Lions and Elks.

Director willing to speak to town organizations.

COMMUNICATIONS

The Unitarian-Universalist Church has extended an invitation to the Robbins Library to participate in the dedication of the new church next fall. The exact nature of the program would be left to the library; - i.e. a lecture or a panel discussion of local authors. Mr. Walkinshaw tabled discussion of this project until Proposition 2½ is voted upon.

Invitation received to participate in dedication of Unitarian-Universalist Church.

A thank-you note was received from Ms. Remmert for the flowers sent her by the Trustees on her birthday.

Mr. Doyle submitted his resignation as Library Trustee to go into effect immediately. This was regretfully accepted.

Trustee Doyle resigns.

Mr. Fenton asked Mr. Doyle to consider writing a letter to The Advocate telling how the Library has changed during the nine years of Mr. Doyle's service.

Mr. Fenton informed the Trustees of the Massachusetts Library Trustees Association meeting at Sheraton Sturbridge, October 26. No one planned to attend.

OLD BUSINESS

Fred Fantini's report on the trust funds was read. Library trust funds are included in the General Town Trust Fund account managed by the New England Merchant's Bank.

Report on Trust Funds read.

Mr. Fenton is to ask Mr. Fantini for the current breakdown of the Library trust funds for the present quarter.

Director to ask for trust fund breakdown.

Building program: Mr. Fenton will talk to the Permanent Building Committee on November 6 and would like to have any pertinent material that Mr. Doyle and Mrs. Pinckney have in this area. Mr. Fenton also reported that he had a very positive discussion on the subject of the new building with Mr. Charles Fagone, a member of the Committee.

Director to meet with Perm. Building Com. Requests info from Doyle and Pinckney.

NEW BUSINESS

Friends of the Robbins Library: Mr. Earls would like to meet with Michelle O'Neil and Mrs. Hillier to discuss possible monthly programs of "The Friends".

Revitalization of "Friends"

The Arlington Historical Society presented a copy of its newest report on Northwest Arlington to the Library expressing appreciation of library assistance in research on this project.

The next meeting of the Board will be held at 7:00 p.m. on Monday, November 3.

The meeting adjourned at 9:25 p.m.

Respectfully submitted,
Rosalind Kantrowitz
Rosalind Kantrowitz
Supervisor of Adult Services

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

November 17, 1980

The November 17, 1980 meeting of the Board of Trustees was called to order at 7:00 p.m. by Chairman Earls. Also attending were, Mrs. Hillier, Mrs. Pinckney, Mrs. Radochia, Mr. Walkinshaw, Mr. Fenton and Ms. Remmert.

The minutes of the previous meeting were accepted.

Mrs. Joyce Radochia, a newly-appointed trustee, was welcomed by Chairman Earls.

New Trustee attends first meeting.

Mr. Fred Fantini, Assistant Town Treasurer reported to the Trustees on the Trust Funds account. He reported that all town trust funds had been consolidated into one fund with New England Merchants Bank. He explained that the reason for doing this was to increase the income of these funds through better investment management. A further goal is to maintain a higher income level and increase the equity so that the funds will grow. Reports will be issued quarterly to the Trustees indicating principal and income balances for the library's trust funds. Mr. Fantini left the meeting at 7:50 p.m.

Asst. Town Treasurer reports on trust funds.

COMMUNICATIONS

Mr. Fenton reported that Mrs. Radochia would begin receiving a copy of the Massachusetts Library Trustees Association newsletter.

He also stated that the library had received three publicity awards from the New England Library Association.

Library receives 3 publicity awards.

REPORTS

Mr. Fenton reported that 18 to 25 people utilized the Dallin Branch on Thursday nights - a substantial increase compared to Friday nights.

Change of night schedule at Dallin sees increase in usage.

The Dallin Branch safe was broken into over the Veterans Day holiday and $200 stolen. Mr. Walkinshaw suggested that the Town's insurance coverage policy be reviewed and the theft be reported.

Dallin reports break-in

Members of the Robbins Library staff will attend a cable conference on Friday, November 21 for institutional utilization of cable and also two training sessions on using cable equipment.

Staff to attend Cable T.V. Conference

Mr. Fenton reported that the Town Manager had requested that all budgets be prepared with a 30% cut with the passage of Proposition 2½. Mrs. Pinckney stated that the Board should develop goals before a meaningful line item budget could be formally adopted. Mrs. Hillier requested that each Trustee receive a copy of the priority sheet of library services submitted by Mr. Fenton to the Town Manager. The Board decided to meet December 1, 1980 to formulate goals for the next fiscal year.

Budget prepared with 30% cut as per T.M.

Trustees to set goals

OLD BUSINESS

Mr. Fenton reported that $2.00 would be charged for the New Black Eagle Jazz Band concert to help defray expenses.

Jazz concert admission $2.

NEW BUSINESS

The Robbins Library Print Collection was discussed. Mr. Fenton recommended that the collection be weeded. The legalities of selling some of the collection were discussed. Mrs. Pinckney recommended that someone be hired to review the collection and determine what is valuable. Mr. Fenton recommended that the Board make a policy decision on what should remain in Arlington and what could be given to museums or sold.

Print Collection to be reviewed. Policies to be set as to what goes to museums & what sold.

Mr. Fenton reported he had met with Charles Fagone on the building addition and that Mr. Fenton will draft a building program.

Dir. to draft building program.

Mr. Fenton also reported that the two way capability of cable T.V. would have technological implications for the library and that he was preparing a grant proposal to take advantage of this.

Dir. to prepare grant proposal for Cable T.V.

The next meeting of the Board of Trustees will be held December 1, 1980 at 7:00 p.m.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,
Maryellen Remmert (sig)
Maryellen Remmert
Assistant Library Director

Robbins Library 700 Massachusetts Avenue, Arlington, Massachusetts 02174 617-643-0026

MINUTES OF THE MEETING

OF THE

BOARD OF LIBRARY TRUSTEES

December 1, 1980

The regular meeting of the Robbins Library Board of Trustees was called to order at 7:10 p.m., Monday, December 1, 1980 by Chairman Earls. Also attending were Mrs. Hillier, Mrs. Pinckney, Mrs. Radochia, Mr. Fenton, Mrs. Kantrowitz and Ms. Remmert. The minutes of the previous meeting were accepted.

COMMUNICATIONS

Mr. Earls reported he had tried unsuccessfully to reach Rev. Grady to discuss the library's participation in the dedication ceremonies of the First Parish Unitarian-Universalist Church.

He also reported that the New Black Eagle Jazz Band Concert was very well attended.

Jazz Concert well attended.

REPORTS

The FY82 line item budget and priority services sheet were reviewed by the Trustees. The service effects of closing the branch libraries were discussed. The Trustees agreed that centralizing resources at the Main Library would provide the best quality service for the greatest number of people but expressed concern that children and the elderly would suffer from closing the branches.

Effects of closing branches discussed.

Mr. Fenton presented several principles suggested by the staff for the consideration of the Trustees: (1) User fees should not be instituted even in light of Proposition 2½ (2) Fees would be charged for certain library programs considered to be above normal library services (3) Trust funds would not be used to shore up the line item budget (4) To maintain a well balanced collection, cuts to the book budget would be across the board rather than eliminating any one area (5) Priorities for programming are children, senior citizens, community enrichment series and general adults.

Principles suggested by staff brought before Trustees

After discussion, the Trustees concurred with the principles. Mrs. Pinckney cautioned that activities be carefully monitored as to amount of staff time involved. Mrs. Radochia agreed that the branches be closed due to budget cuts but expressed concern that many elderly and children will not be able to travel to the Main Library.

Trustees agree to principles set forth by staff but expressed concern for elderly and children.

Mr. Fenton stated that he intends to lobby for a 20% reduction in the library budget instead of the 32% recommended by the Town Manager.

Director to lobby for 20% reduction.

Mrs. Pinckney recommended that the statement of goals and objectives from the previous year be revised. Mr. Fenton responded that he had reviewed these already and had altered them in light of budget cuts.

Statement of goals & objectives revised.

The next meeting of the Board will be held at 7:00 p.m. on Monday, January 5, 1981.

The meeting adjourned at 9:25 p.m.

Respectfully submitted,

Maryellen Remmert

Maryellen Remmert
Assistant Library Director